# Vocational Rehabilitation Services Manual D-200: Purchasing Goods and Services

Revised April 1, 2020

## D-207: Ordering Goods or Services for Customers

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### D-207-5: Customer Warrants Mailed to the VR Office

VR Manager approval is required before VR staff arranges that a customer’s warrant is mailed to the VR office.

When a transportation warrant is received in the VR office, the VR counselor or RA:

* documents the receipt of the warrant in RHW;
* the case note must contain:
* the date that the warrant was received
* the warrant number and amount
* contact the customer and document the contact in RHW; and
* documents in RHW once the customer obtains the warrant.
* the case note must contain:
* the date that the warrant was received by the customer, and
* the warrant number and amount.

Until the customer receives the warrant, it must be stored under lock and key.

## D-208: Invoices

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## D-210: Exceptions to Contracted Fees and MAPS Fees

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### D-210-7: Noncontract Purchases from Contract Providers

Goods or services that do not require a contract can be purchased from a provider that already supplies contracted goods or services to VR.

## D-211: Setting Up and Paying Providers

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