



ITA TOOL AND EQUIPMENT AGREEMENT

1. I understand that tools and equipment are purchased by SkillSource only if they are essential to completion of a SkillSource-approved training program.
2. I agree that all tools and equipment purchased by SkillSource remain the property of SkillSource until I have completed training and have a permanent job which requires use of those tools.
3. **I agree that if I do not complete my training program, or if I do not have a training related job within 90 days of the end of my training, all tools and equipment purchased by SkillSource must be returned to SkillSource within 5 working days.**
4. In no instance will tools and equipment become the property of the educational institution.
5. For tool purchases exceeding \$500, the trainee must provide two full cost comparisons and attach to this agreement. SkillSource will purchase the tools based on cost, availability and quality.
6. Tools and equipment will be expressly used for job related work.

I have examined the attached list of items and prices and I agree that it is complete and correct. I agree to accept responsibility to keep these items in good condition, in my possession or in a secure location, safe from loss.

Participant Signature

Date

Trainer Signature

Date



Training/Tools & Uniform/Test Fee Request Worksheet

I, _____ SS# _____ request assistance with:

ITEM	COST
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
Subtotal	\$
Tax	\$
Total	\$

Vendor _____ Phone # _____

I understand this training/support service must be purchased within 30 days, and will be used to satisfy the needs indicated above.

Signed _____ Date _____

<p>STAFF USE ONLY</p> <p>Training Cost \$ _____</p> <p>Trainer Approval _____</p> <p>LA _____ LD _____ LI _____ LO _____ STATE ED _____</p> <p>RR _____ OTHER _____</p>	<p>ACTIVITY</p> <p>_____ PVS/JSR</p> <p>_____ ITA</p> <p>_____ OJT Contract # _____</p> <p>_____ Other (Specify)</p> <p>Training Manager Approval _____</p>
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