# TENCO WORKFORCE DEVELOPMENT BOARD
## TITLE I SERVICES VOUCHER FOR VENDOR SERVICES

This voucher is considered to be an obligation of funding, up to the amounts specified for Title I, on behalf of the individual identified on this form. Title I Workforce Innovation and Opportunity Act funds have been obligated to cover allowable educational expenses incurred by the participant, up to the amount specified. Once this voucher is completed the obligation of funding takes place and the amount obligated will not fluctuate, unless the participant fails to attend training or unforeseen documented costs are identified after the obligation of funding occurred. **The funding amount on this voucher will expire 90 days after issuance. This voucher, along with an invoice must be presented to TENCO by the vendor within 30 days of incurred cost.**

**Vendor or Supplier Name:** _____

**Address:** _____    **Phone:** _____

_____    **Fax:** _____

**Name of Participant:** _____    **Phone:** _____

**Address:** _____    **School:** _____

_____    **Major:** _____

**List of Approved Books/Supplies/Services**          **Amount Approved**

_____          _____

_____          _____

_____          _____

_____          _____

**Total Amount Approved from TENCO WIOA:**          $ _____

**Send all invoices for payment to:**          **TENCO Workforce Development Area**
**Buffalo Trace Area Development District**
**P.O. Box 460**
**Maysville, KY 41056**
**Phone:(606) 564-6894    Fax: (606)564-0955**

I hereby authorize the obligation of Workforce Innovation and Opportunity Act Title I funds to be paid to the above-referenced vendor for the supplies, books, or materials listed on behalf of the participant enrolled into WIOA Title I program.

_____          _____
WIOA Title I Representative          Date

As a representative for the identified vendor, I hereby agree to provide the products listed directly to the participant identified and invoice Buffalo Trace ADD for the actual cost of each approved product, not to exceed the amount approved per line item. The participant shall be responsible for costs exceeding the amount approved per item. The amount awarded will not be altered, unless the product received must be returned with a credit. **Billing has occurred with 30 days of incurred costs.**

_____          _____
Vendor Representative          Date