RICHLAND COUNTY JOB AND FAMILY SERVICES
CLIENT EXPENSE AUTHORIZATION VOUCHER

183 Park Avenue East
Attn: Marci Brightbill
Mansfield OH 44902
Phone: 419-774-5300    Fax: 419-774-5380

Richland County Job and Family Services will pay for the following goods or services needed by
the named trainee (not to exceed the amount listed below) to participate in job training. Richland
County Job and Family Services is a governmental agency and is not required to pay sales tax.

Goods/Services Needed:

Not to Exceed:

Client Name: #Type!

Training Work Site: ____________________________________________

Type of Training: ____________________________________________
(If applicable) ____________________________________________

Reason for Purchase: _________________________________________

Vendors Name: _____________________________________________

Authorizing Signature: _______________________________________
Date:________________

Supervisors Signature: _______________________________________
Date:________________

Vendor's Section

Name of Business/Professional ______________________________________

Date of Sale/Service: ___________________________________________

Cost of Goods/Service: _________________________________________

_____________________________________________________________

_____________________________________________________________

Signature of Vendor/Clerk: ________________________________

Please fill in "Vendor" section of form and return, along with invoice, to the above address.

This form must be submitted to RCJFS for payment within 90 days of authorization date.

ATTN: M Brightbill

WIA 401-ITA VOUCHER