



CHAPTER 31 (VOCATIONAL REHABILITATION) SUPPLIES

NOTE: Before purchasing any items at the SCC Bookstore, the student must first inform the Business Office.

AUTHORIZED SUPPLIES

- NOTEBOOK PAPER – One, 500 page pack or two, 200 page packs per course.
- NOTEBOOKS – Two per course or one, 1 - 2 course multi-subject notebooks (if full-time).
- PENS – One package not to exceed \$5.00 or 3-4 individual pens not to exceed \$2.00 each.
- PENCILS – Not to exceed two per course or only a total of two, if pencils are mechanical.
- BINDERS/FOLDERS – One regular folder per course or one large binder.
- THUMB DRIVE – One throughout training period.
- HIGHLIGHTERS – One regular package or one per course.
- CORRECTION FLUID/TAPE – One bottle or one roll per semester.
- INDEX CARDS – One pack per semester.
- POST-IT NOTES (or generic equivalent) – Two regular size pads per course or one package per academic year.
- PAGE DIVIDERS – Two regular size packages per semester, not to exceed \$2.00 per package.
- REPORT COVERS – Two regular size packages per semester.
- PLANNERS – One per academic year, not to exceed \$5.00.
- DICTIONARY – One throughout training period, not to exceed \$10.00.
- THESAURUS – One throughout training period, not to exceed \$10.00.
- BACKPACK – One throughout training period, not to exceed \$40.00.
- STAPLER – One handheld stapler throughout training period.
- STAPLES – One box per academic year.
- PENCIL SHARPENER – One throughout training period, not to exceed \$15.00.
- TYPING PAPER – One 500 sheet ream per semester.

If supplies are not to be purchased from the bookstore, then the purchase must be pre-approved by case manager.

ITEMS NOT COVERED THROUGH VOCATIONAL REHABILITATION

- COMPUTERS
- SOFTWARE; MOUSE PADS; WRIST RESTS.
- COMPUTER PAPER; TONER CARTRIDGES; OTHER PRINTER RELATED SUPPLIES.
- TAPE DISPENSERS; TAPE
- RULERS, SCISSORS; LETTER OPENERS; THUMB TACKS; PUSH PINS; GLUE.
- ENVELOPES; STATIONARY
- PEN AND/OR PENCIL SETS.
- INDEX CARD HOLDERS.
- SOUVENIRS.
- PERSONAL ITEMS.
- DESK ORGANIZERS; PENCIL/PEN HOLDERS.
- Suggested or Optional textbooks or materials.
- CALCULATORS (unless listed on course syllabus).
- BATTERIES; ELECTRONIC EQUIPMENT (unless authorized in advance by case manager).

For any required items that are not listed under the “Authorized Supplies” list, the student must take a copy of his or her class syllabus to the SCC Financial Aid/Veteran’s Affairs office.

THE STUDENT IS RESPONSIBLE FOR PAYING FOR ANY ITEMS PURCHASED THAT ARE NOT ON THE “AUTHORIZED SUPPLIES” LIST