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

Revised July 24, 2018

### D-202-1: Documentation Requirements

RHW is an electronic case management system. It communicates with TWC's financial system to authorize and track payments for all customer goods and services.

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#### Paper Case File Documentation

All documents related to the purchasing process are legal records and must be kept in the customer's paper case file.

Purchasing-related documents include:

* bids;
* invoices;
* reports;
* printed SAs; and
* related correspondence.

Purchasing documentation must be:

* date-stamped on the day that it is received by the VR office; and
* filed in the customer's paper case file.

RHW does not store copies of SAs that are revised; therefore, the following applies:

* When the initial SA is generated, the VR staff must
	+ print a paper copy of the SA,
	+ have the issuer sign the SA, and
	+ file the SA in the customer's paper case file.
* If an SA is changed while it is still open, the VR staff
	+ print a paper copy of the revised SA,
	+ have the issuer sign the revised SA, and
	+ file the revised SA in the customer's paper case file.

All printed SA's remain in the customer's casefile, even if the SA is revised.

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