

## PRINT VOUCHER AND AWARD LETTER

### Discuss with Customer and Obtain Signature

1. The voucher and award letter is printed by a career office supervisor or Program Assistant. The customer is then notified to pick up the voucher at the career office.
2. Review the voucher with the customer to make sure amounts and vendor information are correct. Have the customer sign the voucher.
3. Review the [Scholarship Agreement](#) with the customer to discuss her responsibility for using Workforce Solutions funds. Have the customer initial each paragraph and sign the last page.
4. Scan and label a copy of the voucher and the Scholarship Agreement into DocuWare. Give the original documents to the customer. (Customer should submit the voucher to the training provider. The Scholarship Agreement is for her records.)