



TRCC College Career Pathways/Perkins GRANT PRE-APPROVAL FORM

Process:

1. Schools must complete this form 1 year in advance; the CCP Office will sign and return to this form to the CCP instructor making the request.

Allowable expenditures include, but are not limited to, the following: DVD's, assessment materials, calculators, textbooks, headphones, models (human body, eye, hear).

Non-Allowable expenditures include: pencils/pens, folders, notebooks, arts and crafts supplies, paper, workbooks, disposable products (cups, plates, napkins).

Forms can be faxed (860-215-9914) mailed or emailed to esullivan@trcc.commnet.edu.

Mailing address is: *CCP Office, Three Rivers Community College, 574 New London Turnpike, Norwich, CT 06360.*

2. **The CCP office will notify the high school at the start of the school year** as to whether or not the CT Board of Education has approved the items for purchase. If approved, the high school will submit a Purchase Order to the CCP office, TRCC will make the purchase and mail the items to the CCP instructor making the request.
3. Each high school has up to \$1,000 to spend on supplies that will support a College Career Pathways approved course (excluding math, science and English courses), transportation for a career or college fair, as well as **in-state** professional development.

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Name of High School: _____

Date Received: _____

Please describe, with as much detail as possible, how you plan to spend the \$1000.00 of College Career Pathways/Perkins funds to support the CCP approved course in your high school. Please attach a PO or list all vendors and the approximate total of the items, including shipping. This form will be signed and returned to you.

Approved: _____ Date: _____

Please note that this authorization means that you have identified supplies that will be purchased by Three Rivers Community College's Perkins Grant Funding.