To: Grace S. Jones, President  
Three Rivers Community College

From: _____________________________  

Subject: Justification of Essential Expenditure

Under the authority that has been delegated to the President of each College, Three Rivers Community College has classified the following purchase as essential to the college:

- **Mandated purchase**  
  This purchase is required to keep the college in compliance with rules and regulations provided by external entities. E.g. Testing of fire alarms and sprinkler systems

- **Educational purchase**  
  Essential for the continuation of instruction, academic programming or community service.  
  E.g. Chemicals required to run science labs

- **Required facility purchase**  
  Essential for the safe and continued operations of college facilities. E.g. Snow Plowing

- **Essential “New College” purchase**  
  Purchases previously planned for our new expanded facilities. E.g. Furniture and equipment

- **Essential for enrollment and student success**  
  Purchases necessary to provide academic and student support services.  
  E.g. Essential library books, Deaf & Hearing Impaired Interpreters, etc.

- **Grant or Student Activity purchase**

- **See attached unique justification**

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Responsible Dean: _____________________________  
Date: ___________________________