



574 NEW LONDON TURNPIKE • NORWICH, CT 06360 • 860-886-0177

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

\_\_\_\_\_  
Number

From:

Vendor Name	
Amount	\$

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