



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

To: Dr. Gregory Gray, President
Board of Regents for Higher Education

Number

From: Grace S. Jones, President
Three Rivers Community Technical College

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.
- See attached unique justification
- Purchases made without prior approval

Responsible Dean

Date

President or her designee

Date