

ESSENTIAL SPENDING JUSTIFICATION ADDENDUM

The mounting costs of responding to COVID-19 are certain to be unprecedented for the nation, state and our campus. Through this time, we are committed to keeping our campus community safe and helping our students achieve their educational goals.

To mitigate the financial impact for SUNY Potsdam, all spending will require justification and approval effective immediately until further notice.

Expenses must meet one of the following three categories to be approved:

1. **Health and Safety Expenses**
2. **Student Instruction**
3. **Recruitment and Retention**

This addendum should be attached to a Purchase Requisition and submitted for approval. Completed and approved forms should be submitted to ereqs@potdam.edu.

Brief Description of Purchase:

Check the appropriate box below **and** explain why this procurement is essential.

Health or Safety

Student Instruction

Recruitment and Retention

Brief Written Justification:

Current Account Balance: _____