

ABC Community College  
123 Grants Avenue  
Dallas, TX 75202  
(XXX) XXX-XXXX

US Department of Labor  
Federal Project Officer:  
Employment & Training Administration  
525 Griffin Street, Suite 317  
Dallas, TX 75202

Date (Date of final)

RE: Grant Number – XX-XXXXX-XX-XX-X-XX  
Request prior approval for equipment

Federal Project Officer:

ABC Community College requests grant officer approval to purchase medical equipment for its Clinical Laboratory Technician (CLT) program. The approximate cost of the equipment is \$120,000. If approved, the equipment will be purchased no later than June XXXX.

The equipment is necessary to allow students the opportunity to acquire the skill set necessary to be competent as a Clinical Laboratory Technician and acquire the program mandated number of hours needed to take the CLT examination. Enclosed is an itemized list of the equipment to further illustrate the equipment needs.

There are sufficient funds in the budget's equipment category to purchase the equipment. The equipment will be inventoried and housed at ABC community college. Approval from the purchasing office has been obtained and appropriate procurement procedures will be followed.

Please contact *John Doe*, TAACCCT Project Director, at (XXX) XXX-XXXX) if additional information is needed.

Respectfully,  
Signature authority