



Yellowstone County

Request to Expend

07/01/2021

This form is to be completed for all Capital outlay requests (a single item costing \$2,500.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This date will be verified by the Finance Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

Item(s) Requested:

Digital Signage for Concessions

4 Indoor signs & 3 Outdoor signs

Cost: \$25,000.00

Other Costs: includes freight & extended full warranty

Less Trade-in / Discount _____

Net Cost of Request \$25,000.00

Explanation of Purchase

Metra Concessions has \$15,000.00 on the approved budget for Digital Signage. \$5,000.00 for a Soda Machine for Skybox that Pepsi provide at No Cost, and \$3,500.00 savings from ice machines that came in less than budget.

Department _____

Elected Official or Department Manager _____

Budget Information

COMMISSIONER ACTION

Account Numbers: 5811.000.553.460442.940

Approved: YES ___ NO ___

Budget Balance: \$36,069.87

Tabled: _____

Is this a budgeted item? Yes, partially specifically listed remainder from soda machine & ice machine

Date: _____

Finance Note: _____

Votes: YES NO

Chairperson _____

Member _____

Member _____

James Matteson

04/10/2024

Purchasing Agent

Date