



# 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: Detention Facility, Aluminum Diamond Plate Floor Replacement

Cost: \$9,418.00

Other Costs: \_\_\_\_\_

Less Trade-in / Discount \_\_\_\_\_

Net Cost of Request \$9,418.00

Explanation of Purchase  
Diamond plate floor in walk-in cooler is curling due to weight load of food carts

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 4050.000.599.420110.940

Approved: YES \_\_\_ NO \_\_\_

Budget Balance: \$400,390.00

Tabled: \_\_\_\_\_

Is this a budgeted item? Yes - not specifically listed

Date: \_\_\_\_\_

Finance Note: \_\_\_\_\_

Votes: YES NO

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

James Matteson 04/19/2024

Purchasing Agent

Date