

# Yellowstone County Request to Expend

This form is to be completed for all Capital outlay requests (a single item costing \$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:

Black Widow Groomer 9'4" Arena Drag

Cost: \$9,350.00

Other Costs:

Less Trade-in/Discount:

Net Cost of Request: \$9,350.00

Explanation of Purchase:

New Equipment

MetraPark Facilities

Department

  
Elected Official or Department Manager

### Budget Information

Account Numbers: 5811.000.552.460442.940

Budget Balance: \$188,424.00

Is this a budgeted item? NO

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

### Commissioner Action

Approved: Yes  No

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

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

Votes Yes  No

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

  
Purchasing Agent

05/03/2024

Date