



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: 2 new ovens

Cost: \$10,300

Other Costs:

Less Trade-in / Discount

Net Cost of Request \$10,300

Explanation of Purchase

We budgeted \$10,750 for new pretzel warmers for concessions. The manufacturer gave us new pretzel warming equipment because we sell their product. We would like to take that budget and purchase 2 new convection ovens for concessions

Metra Food and Beverage

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 5811.000.583.460442.220

Approved: YES ___ NO ___

Budget Balance: \$21,994.00

Tabled: ___

Is this a budgeted item? Yes

Date: ___

Finance Note: ___

Votes: YES ___ NO ___

Chairperson ___

Member ___

Member ___

Mr. Kessler 4/23/25

Purchasing Agent

Date