



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:

6210 Series Folding Machine

Cost: \$16,295.00

Other Costs: Shipping and Handling - \$350.00

Less Trade-in / Discount

Net Cost of Request \$16,645

Explanation of Purchase

The old folding machine in Central Services was failing and having to be repaired weekly.

Finance

Department

[Signature]
Elected Official or Department Manager

Budget Information

Account Numbers: 1000.000.199.411800.940

Budget Balance: \$104,940.06

Is this a budgeted item? No

Finance Note:

COMMISSIONER ACTION

Approved: YES ___ NO ___

Tabled: ___

Date: ___

Votes: YES NO

Chairperson ___

Member ___

Member ___

[Signature]

5/1/25

Purchasing Agent

Date