



Yellowstone County

Request to Expend

This form is to be completed for all Capital outlay requests (a single item costing \$5,000.00 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:

EVIDENCE DRYING CABINET

Cost: \$9,993.00

Other Costs:

Less Trade-in / Discount

Net Cost of Request \$9,993.00

Explanation of Purchase

EVIDENCE DRYING CABINET ORDERED IN FY25 BUT ONLY RECEIVED IN FY26.

APPROVED FUNDS CARRIED OVER FROM FY25.

Department SHERIFF

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 2300.000.131.420140.940

Approved: YES ___ NO ___

Budget Balance: \$62,000.00

Tabled: ___

Is this a budgeted item? YES

Date: ___

Finance Note:

Votes: YES NO

Chairperson ___

Member ___

Member ___

Purchasing Agent

Date

Mark Kersh 7/29/25