



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:

NEW GAS FURNACE FOR MAIN SHOP

Cost: \$6,480.00

Other Costs:

Less Trade-in / Discount

Net Cost of Request \$6,480.00

Explanation of Purchase

REPLACE EXISTING RUSTED OUT FURNACE WITH A NEW ONE

PUBLIC WORKS

Monica Pugh

Department

Elected Official or Department Manager

Budget Information

Account Numbers: 2110-401-430200-920 2110.000.401.430200.366

Budget Balance: \$15,718.34

Is this a budgeted item? NO

Finance Note: _____

COMMISSIONER ACTION

Approved: YES ___ NO ___

Tabled: _____

Date: _____

Votes: YES ___ NO ___

Chairperson _____

Member _____

Member _____

M. Kessler 1/22/20

Purchasing Agent

Date