



# 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:

New cell phone

Cost: \$36.99/month

Other Costs: \_\_\_\_\_

Less Trade-in / Discount \_\_\_\_\_

Net Cost of Request \$887.76 for 2-year contract

Explanation of Purchase

New cell phone for new maintenance tech at YCDF.

Facilities \_\_\_\_\_

Department \_\_\_\_\_

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 1000.000.145.411200.345

Approved: YES \_\_\_ NO \_\_\_

Budget Balance: \$2,592.59

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

Is this a budgeted item? No

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

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

Votes: YES NO

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Purchasing Agent \_\_\_\_\_

Date \_\_\_\_\_