



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:

Electronic access at Youth Services

Cost: \$15,911.99

Other Costs: _____

Less Trade-in / Discount _____

Net Cost of Request \$15,911.99

Explanation of Purchase

Electronic access for exterior areas at Youth Services.

Facilities

[Signature]

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 4050.000.599.420²⁵⁰~~450~~.940

Approved: YES ___ NO ___

Budget Balance: \$135,138.59

Tabled: _____

Is this a budgeted item? Yes

Date: _____

Finance Note: Service is \$911.99 over original budget amount.

Votes: YES NO

Chairperson _____

Member _____

Member _____

[Signature]

Purchasing Agent

Date