



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: iPhone 17e Cell Phone

Cost: \$0.00

Other Costs: \$39.99 per month for unlimited voice and data plan (2 year)

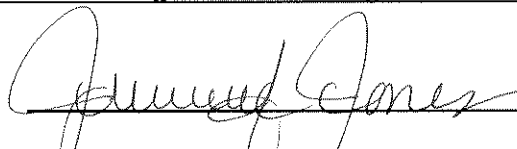
Less Trade-in / Discount _____

Net Cost of Request \$300.00 for 2 year contract

Explanation of Purchase New Cell Phone for Purchasing Agent in Finance for communication with contractors, vendors, and county staff while out of the office for onsite meetings and walkthroughs at various project sites. (Kessler's old phone dead)

Finance

Department


Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 1000.000.111.410510.345 Approved: YES, ☐ No ☐

Budget Balance: \$806.09 Tabled: _____

Is this a budgeted item? No ☐ Date: _____

Finance Note: _____

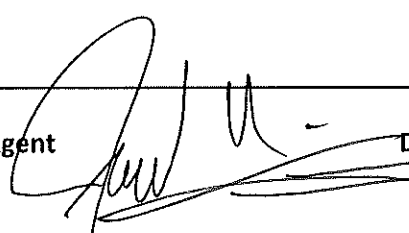
Votes: YES NO

Space available from other accounts ji

Chairperson _____

Member _____

Member _____

Purchasing Agent 

Date

9/17/20