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: _$0.99

Other Costs: _$43.10 per month for unlimited voice and data plan (2 year) ___

Less Trade-in / Discount

Net Cost of Request

Explanation of Purchase _New Cell Phone for Courthouse Deputy

Sheriff's Office

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 2300.000 132420150.345

Approved: YES, ___ No ___

Budget Balance: _$8.942.44

Tabled: _____

Is this a budgeted item? No

Date: _____

Finance Note:

Votes: YES NO

Chairperson ____ ____

Member ____ ____

Member ____ ____

Purchasing Agent

Date 11/9/26