



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:
Samsung Galaxy S25 Ultra

Cost: \$249.99

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

Less Trade-in / Discount _____

Net Cost of Request \$1,209.75

Explanation of Purchase

Information Technology Assistant Director new phone for a new position. Is the backup for the IT Director.

Net cost is for phone and 24 months of data plan charges.

Information Technology

Department

Budget Information

Account Numbers: 1000.000.115.410580.220

Budget Balance: \$21,986.33

Is this a budgeted item? No

Finance Note: _____

Elected Official or Department Manager

COMMISSIONER ACTION

Approved: YES ___ NO ___

Tabled: _____

Date: _____

Votes: YES NO

Chairperson _____

Member _____

Member _____

2/13/25

Purchasing Agent

Date