YELLOWSTONE COUNTY
REQUEST TO EXPEND

This form is to be completed for all capital outlay request (a single item costing $500.00 or more with 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 purchase requisition. The account numbers and budget balance lines must be completed by the requesting department. Please use the most recent budget report to obtain this information. This data will be verified by the Purchasing Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioners approval is required prior to placing the order.

Item(s) requested: I Phone 6 Smart Phone

Cost: $.99

Other costs: Approx $68.48 per month data charges

Less trade-in/discount:

Net cost of request: $822.75/annual cost

Explanation of purchase: Current cell phone is broken - upgrade is requested for 24/7 contact
For SLD and 24/7 programs run through the detention facility

SHERIFF 11/3/16
Department **Elected Official or Department Head** **Date**

BUDGET INFORMATION

Account Numbers: 2300-136-420200-345

Budget Balance: 21930.33

Is this a budgeted item? No

Finance Note:

COMMISSIONER ACTION

Approved: ____ Yes ____ No

Tabled:

Date:

Votes:	Yes	No
Chairperson		
Member		
Member		

Purchasing Agent Date: 11-10 2016