

EXPENDITURE APPROVAL FORM Fiscal Year 2025-26

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.00

REQUESTED BY: Eric Simmons, Director of Technology **DATE:** March 24, 2026

DESCRIPTION OF REQUEST

Requesting board approval to purchase **phone handsets and related equipment** in the amount of **\$189,791.00** for the **district's new phone system upgrade**. This purchase will provide the necessary end-user devices to support the implementation of the upgraded phone system and ensure reliable communication across district buildings.

FINANCIAL IMPACT

Budget(s) Impacted: \$154,349.00 in FY26 Technology Levy\ \$12,771.00 Bayport Bond\ \$17,325.00 Lake Elmo Bond & \$ 5,346.00 to Oak-Lake Middle Bond Projects. All totaling \$189,791.00

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely (annually)
- No**, it will need to be funded for Fiscal Years

Is there an off-setting revenue source(s)?

- Yes** List Source(s):
- **No**

Motion Passed:

A motion and a second to approve will be requested.

Motion for expenditure approval passed on (Date): _____ **Board Signature:** _____