



COEUR D'ALENE A I R P O R T

MEMO

TO: Board of County Commissioners
Auditor's Office

FROM: Kim Stevenson, Airport **KAS**

DATE: October 16, 2025

RE: Request budget increase for Airport rugged laptops and approval for payment per Policy 930

\$10,000 was approved as part of our FY26 budget for non-capital equipment, to purchase four rugged laptops for the balance of our operations team, in account 30.1.101.2-8067.

We requested IT begin the purchase of the laptops based on the quote we received from them June 2025 for budget purposes. We were informed the ones we wanted were no longer in stock. IT was able to locate comparable laptops that were in stock that are slightly more expensive than what we based our budget amount on.

The Airport is requesting a budget increase of \$737.28 to the above account code and approval for the use of fund balance to cover the expense.

The Airport is also requesting the Board provide approval for payment of the invoice per Policy 930, as the invoice total should be \$10,737.28 from Dell Marketing LP.