

\*AC lines increment by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

\*If AC has fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows

**Ordinance Attachment - AC Template**

Ord Number
<b>2212-2023</b>

Type: ACDI, ACPO,ACPR	Purchase Requisition (PR)#

Line # of AC	Project ID	Procurement Category	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Header	Optional Field	Planning Area	Amount	Project Name
10			48	4801	05	65026	1000	100010	NH003							\$ 50,000.00	
																<b>\$ 50,000.00</b>	<b>Total Spend</b>

*\*If fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows*

**Ordinance Attachment**

**Template to Authorize Transfer *Between Projects or Subfunds WITHIN the Same Fund***

Ord Number
<b>2212-2023</b>

99/50000 (Auditor ALE)

**TRANSFER FROM**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount
1	45	4501	10	69101	1000	100010	FN005							\$ 50,000.00
2														
3														
														<b>\$ 50,000.00</b>

**TRANSFER TO**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount
1	48	4801	05	65026	1000	100010	NH003							\$ 50,000.00
2														
3														
														<b>\$ 50,000.00</b>

