

ORDINANCE ATTACHMENT - CASH TRANSFER

Template To Authorize Transfer Between Projects or Subfunds WITHIN the Same Fund

If fewer than three lines are needed please delete rows

If more than 3 lines are needed please insert rows.

Transfer From:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	59	5912	99	50000	7704	n/a	SV003	P440005-100000	n/a	n/a	n/a	n/a	\$330,000.00	UIRF -- Smith Road -Lockbourne to Fairwood

Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	59	5912	99	50000	7704	n/a	SV003	P440005-100046	n/a	n/a	n/a	n/a	\$330,000.00	UIRF -- Smith Road -Lockbourne to Fairwood

ORDINANCE ATTACHMENT (EXPENDITURE)

AC Template (for authorizing expenditures)

*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.

Ord Number
0217-2016

Type of AC Requested	Purchase Requisition (PR)#
ACPO	n/a

Line # of AC	DEPT	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	59	5912	06	66100	7704	n/a	SV003	Land & Buildings & Structures & Thoroughfares	P440005-100046	n/a	n/a	n/a	n/a	22	\$330,000.00	UIRF -- Smith Road -- Lockbourne to Fairwood

ACPR – for expenditures from a UTC or those that haven’t yet been bid.

Types of AC's: ACPO – for all other expenditures that do not qualify for ACPR above.

Purch. Req: This is the purchase requisition (PR) number if one exists: e.g. PR123456. If there is no PR, indicate n/a.

AC line numbers begin with 10 and increment up by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

Procurement Category: This is only required for grants and projects. The City Procurement Division has a list that can be searched at the Auditor’s intranet site. The title of the Procurement Category must be typed in EXACTLY in DAX for the system to recognize it.

Project ID: For capital projects this will be the project and subproject (project detail): e.g. P123456-100000.

For grants there are no subprojects: e.g. G123456.

If there is no project or grant, indicate n/a.