

**ORDINANCE ATTACHMENT**

**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.*

**Appropriation Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1	5001	01	61101	2251		HE004	G501550	500111	HE22			\$1,500

**Appropriation Transfer To:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1	5001	03	63050	2251		HE004	G501550	500111	HE22			\$1,500

**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.*

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

Line # of AC	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount
10	5001	03	63050	2251	n/a	HE004	Strategic planning consultation services	G501519	500111	HE22				25,464.00
20	5001	03	63050	2251	n/a	HE004	Strategic planning consultation services	G501550	500111	HE22				17,536.00