

\*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>1254-2024</b>

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

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		Professional Services	46	4601	03	63050	5502	550201	HR002							\$ 25,000.00	
																<b>\$ 25,000.00</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 BETWEEN different Funds**

Ord Number
<b>1254-2024</b>

**TRANSFER FROM (10/69101)**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount	Project Name
10	45	4501	10	69101	1000	100010	FN005	N/A	N/A	N/A	N/A	N/A	N/A	\$ 25,000.00	N/A
Transfer OUT														<b>\$ 25,000.00</b>	

**TRANSFER TO (80/49001)**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount	Project Name
10	46	4601	03	63050	5502	550201	HR002	N/A	N/A	N/A	N/A	N/A	N/A	\$ 25,000.00	N/A
Transfer IN														<b>\$ 25,000.00</b>	

