**ORDINANCE ATTACHMENT**

**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)# |
|---|---|
| ACDI | |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |

**ORDINANCE ATTACHMENT**

**Template for Authorizing Appropriation**

*If fewer than three lines are needed please delete rows*

*If more than 3 lines are needed lease insert rows.*

| Line # | Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Project ID | Section 3 | Section 4 | Section 5 | Amount |
|--------|------|-----|-----------|-----------|------|---------|---------|------------|-----------|-----------|-----------|--------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |

**ORDINANCE ATTACHMENT**

**Template To Authorize Transfer Between Different Funds**

*If fewer than three lines are needed please delete rows*

*If more than 3 lines are needed lease insert rows.*

**TRANSFER FROM**

| Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Project ID | Sect 3 | Sect 4 | Sect 5 | Optional Field | Amount |
|--------|-----|-----------|-----------|------|---------|---------|------------|--------|--------|--------|----------------|--------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |

**TRANSFER TO:**

| Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Project ID | Sect 3 | Sect 4 | Sect 5 | Optional Field | Amount |
|--------|-----|-----------|-----------|------|---------|---------|------------|--------|--------|--------|----------------|--------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |

**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 lease insert rows.*

**Transfer From:**

| Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Project ID | Sect 3 | Sect 4 | Sect 5 | Optional Field | Amount |
|--------|-----|-----------|-----------|------|---------|---------|------------|--------|--------|--------|----------------|--------|
| 1 | 2601 | 10 | 69101 | 2227 | 222702 | AU002 | | | | | | $274,700 |

**Transfer To:**

| Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Project ID | Sect 3 | Sect 4 | Sect 5 | Optional Field | Amount |
|--------|-----|-----------|-----------|------|---------|---------|------------|--------|--------|--------|----------------|--------|
| 1 | 2601 | 4 | 64010 | 2227 | 222702 | AU002 | | | | | | $260,000 |
| 2 | 2601 | 7 | 67011 | 2227 | 222702 | AU002 | | | | | | $14,700 |