

**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.

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	60	06	66410	6008	n/a	WT002	Public Utilities and Public Sector Related Services	P690251-100000 (carryover)	600906	WT04	n/a		99	61,700.00

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

**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.

**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 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	60	06	66410	6008	n/a	WT002	P690370-100000 (carryover )	600906	WT04	n/a		(\$61,700)

**Transfer To:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1	60	06	66410	6008	n/a	WT002	P690251-100000 (carryover 0	600904	WT01	n/a		\$61,700