

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.*

Ord Number
2377-2025

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

[illegible]

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.

Ord Number
2377-2025

Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4501	10	69101	1000	100010	FN005						\$250,000.00

Transfer To:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4801	03	63201	1000	100010	NH002						\$250,000.00

ORDINANCE ATTACHMENT

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed please insert rows.

Ord Number	Order Date	Order Description	Order Amount	Order Status
1001	2023-01-15	Product A - 10 units	\$100.00	Pending
1002	2023-01-16	Product B - 5 units	\$75.00	In Progress
1003	2023-01-17	Product C - 20 units	\$200.00	Completed
1004	2023-01-18	Product D - 15 units	\$150.00	Pending
1005	2023-01-19	Product E - 8 units	\$80.00	In Progress
1006	2023-01-20	Product F - 12 units	\$120.00	Completed
1007	2023-01-21	Product G - 3 units	\$30.00	Pending
1008	2023-01-22	Product H - 7 units	\$70.00	In Progress
1009	2023-01-23	Product I - 4 units	\$40.00	Completed
1010	2023-01-24	Product J - 6 units	\$60.00	Pending

[illegible]

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.

[illegible]

TRANSFER FROM

[illegible]**TRANSFER TO:**[illegible]