

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
1016-2025

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

[illegible]

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 - Qty 50	\$1500.00	Pending
1002	2023-01-20	Product B - Qty 75	\$2250.00	In Progress
1003	2023-02-01	Product C - Qty 100	\$3000.00	Completed
1004	2023-02-10	Product D - Qty 60	\$1800.00	Pending
1005	2023-02-15	Product E - Qty 90	\$2700.00	In Progress
1006	2023-02-20	Product F - Qty 80	\$2400.00	Completed
1007	2023-03-01	Product G - Qty 120	\$3600.00	Pending
1008	2023-03-05	Product H - Qty 50	\$1500.00	In Progress
1009	2023-03-10	Product I - Qty 70	\$2100.00	Completed
1010	2023-03-15	Product J - Qty 90	\$2700.00	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.

Ord Number

TRANSFER FROM

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

Transfer From:[illegible]**Transfer To:**[illegible]