

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	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	60	6009	06	66420	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690331-100003 (carryover)	600902	WT01			99	\$1,234,206.66	HCWP Lagoon 1 & 2 Sludge Rmvl
20	60	6009	06	66420	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690331-100003 (New)	600902	WT01			99	\$350,000.00	HCWP Lagoon 1 & 2 Sludge Rmvl

\$1,584,206.66

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 please insert rows.

Transfer From:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	60	6009	06	66420	6006	n/a	WT002	P690236-100043 (carryover)	600907	WT07	n/a		(162,249.81)	Cooke Rd. Area WL
2	60	6009	06	66420	6006	n/a	WT002	P690236-100045 (carryover)	600907	WT07	n/a		(320,315.93)	Johnstown Rd. WL
3	60	6009	06	66420	6006	n/a	WT002	P690236-100046 (carryover)	600907	WT07	n/a		(181,845.91)	Brentnell Ave. Area WL
4	60	6009	06	66420	6006	n/a	WT002	P690236-100053 (carryover)	600907	WT07	n/a		(230,564.75)	Chase Rd. Area WL
5	60	6009	06	66420	6006	n/a	WT002	P690236-100054 (carryover)	600907	WT07	n/a		(17,443.83)	Ferris Rd. Area WL
6	60	6009	06	66420	6006	n/a	WT002	P690425-100000 (carryover)	600911	WT19	n/a		(14,115.01)	Hines Rd. Storage Tank
7	60	6009	06	66420	6006	n/a	WT002	P690477-100007 (carryover)	600911	WT19	n/a		(3,880.45)	Ulry Rd. Tank Pntg.
8	60	6009	06	66420	6006	n/a	WT002	P690500-100000 (carryover)	600902	WT01	n/a		(477.29)	HCWP Roof Restoration
9	60	6009	06	66420	6006	n/a	WT002	P690500-100001 (carryover)	600902	WT01	n/a		(46,285.00)	HCWP Roof Restoration - Maintenance Bldg.
10	60	6009	06	66420	6006	n/a	WT002	P690521-100002 (carryover)	600907	WT07	n/a		(257,028.68)	2014 WM Repair

(S1,234,206.66)

Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	60	6009	06	66420	6006	n/a	WT002	P690331-100003 (carryover)	600902	WT01	n/a		\$1,234,206.66	HCWP Lagoon 1 & 2 Sludge Rmvl