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

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

Line # of AC	Procurement Category	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning Area	Amount

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.

Ord Number
1887-2025

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
10	44	4402	01	61101	1000	100010	CW001					$ (76,500.00)
20	44	4402	10	69101	1000	100010	CW001					$ 76,500.00
30	45	4501	05	65015	2248	224812	CD001					$ 76,500.00

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
1887-2025

TRANSFER FROM

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4402	10	69101	1000	100010	CW001						76,500.00

TRANSFER TO:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4501	80	49001	2248	224812	CW001						76,500.00

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:

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

Transfer To:

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