

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	

[illegible]

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
1248-2025

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	50	5001	03	63000	2251	000000	HE002	500116	HE38		TBD	\$ 1,000.00

Template To Authorize Transfer Between Different Funds

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]