

**ORDINANCE ATTACHMENT - (appropriate Reserve Fund)**

**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
1001-2016

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount	Project Name
1	60	6005	10	69102	6102	610201	CW001	n/a	n/a	n/a		100,000.00	From Reserves

**ORDINANCE ATTACHMENT - CASH TRANSFER 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 please insert rows.*

<b>Ord Number</b>
1001-2016

**Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1	60	06	69102	6102	610201	CW001	n/a	n/a	n/a	P650020-100000	n/a	100,000.00	Security & Emergency Preparedness - Sewerage & Drainage

**Transfer To:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
2	60	06	66410	6109	N/A	SD003	n/a	n/a	n/a	P650020-100000	n/a	100,000.00	Security & Emergency Preparedness - Sewerage & Drainage

**ORDINANCE ATTACHMENT - CASH TRANSFER SAME FUND**

**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.*

Ord Number
1001-2016

**Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1	60	06	66410	6006	n/a	WT002	600902	WT01	n/a	P690519-100000 (carryover)	n/a	(0.26)	HCWP Standby Power
2	60	06	66410	6006	n/a	WT002	600901	WT01	n/a	P690520-100000 (carryover)	n/a	(8.04)	DRWP Standby Power
3	60	06	66410	6006	n/a	WT002	600907	WT07	n/a	P690521-100002 (carryover)	n/a	(3,487.79)	2014 Water Main Repair
4	60	06	66410	6006	n/a	WT002	600907	WT05	n/a	P690527-100000 (carryover)	n/a	(96,503.91)	Fire Hydrant Repairs
5	60	06	66410	6303	n/a	EL001	n/a	n/a	n/a	P670793-100000 (carryover)	n/a	(25,000.00)	New Substation Transformer

(125,000.00)

**Transfer To:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1	60	06	66410	6006	n/a	WT002	n/a	n/a	n/a	P690556-100000 (carryover)	n/a	100,000.00	Security & Emergency Preparedness - Water
2	60	06	66410	6303	n/a	EL001	n/a	n/a	n/a	P670872-100000 (carryover)	n/a	25,000.00	Security & Emergency Preparedness - Power

**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.

Ord Number
1001-2016

Type of AC Requested	Purchase Requisition (PR)#
ACPO	n/a

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	Project Name
10	Engineering and Research and Technology Based Services	60	6009	06	66410	6009	n/a	WT002	n/a	n/a	n/a	P690556-100000 (carryover)	n/a	99	\$100,000.00	Security & Emergency Preparedness - Water
20	Engineering and Research and Technology Based Services	60	6005	06	66410	6005	n/a	SD003	n/a	n/a	n/a	P650020-100000	n/a	99	\$100,000.00	Security & Emergency Preparedness - Sewerage & Drainage
30	Engineering and Research and Technology Based Services	60	6007	06	66410	6303	n/a	EL001	n/a	n/a	n/a	P670872-100000 (carryover)	n/a	99	\$25,000.00	Security & Emergency Preparedness - Power

\$225,000.00

**Types of ACPR** – for expenditures from a UTC or those that haven’t yet been

**AC's:** bid. ACPO – for all other expenditures that do not qualify

**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

**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.

**Planning Areas:**

- |                           |                            |                            |                     |
|---------------------------|----------------------------|----------------------------|---------------------|
| 01 - Hayden Run           | 15 - Hilltop               | 10 - Clintonville          | 24 - Eastland-Brice |
| 02 - Far Northwest        | 16 - Franklinton           | 11 - North Linden          | 25 - Westland       |
| 03 - Far North            | 17 - Greenlawn-Frank Rd    | 12 - Northeast             | 26 - Rickenbacker   |
| 04 - Rocky Fork-Blacklick | 18 - Downtown              | 13 - Near North-University | 27 - Southeast      |
| 05 - Northwest            | 19 - Near East             | 14 - South Linden          | 99 - Citywide       |
| 06 - Northland            | 20 - Eastmoor-Walnut Ridge |                            |                     |
| 07 - Far West             | 21 - Far East              |                            |                     |
| 08 - West Scioto          | 22 - Near South            |                            |                     |
| 09 - West Olentangy       | 23 - Far South             |                            |                     |