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	6015	06	66410	6204	n/a	ST001	Public Utilities and Public Sector Related Services	P610792-100003 (new)	601501	n/a	n/a	n/a	2	$81,230.37	Summit View Detention Basin Imps

Types of AC's:

ACPR – for expenditures from a UTC or those that haven't yet been bid.

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.

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		

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.

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Project ID	Section 3	Section 4	Section 5	Amount
1										
2										
3										

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.

TRANSFER FROM

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

TRANSFER TO:

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

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.

Transfer From:

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

Transfer To:

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