

**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.

<b>Ord Number</b>	
0823-2017	The Fishel Company

<b>Type of AC Requested</b>	<b>Purchase Requisition (PR)#</b>
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	Building and Facility Construction and Maintenance Services	47	47-02	06	66530	5105	n/a	CW001	470201	IT01	N/A	P470046-100005	n/a	99	\$21,074.88	Police Network Equipment Upgrade (Carryover)

**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.