

**ORD 0102-2016**

**ORDINANCE ATTACHMENT - CASH TRANSFER**

**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.*

**Transfer From:**

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	60	6009	06	66410	6006	n/a	WT002	P690548-100000 (New)	n/a	n/a	n/a		(200,000.00)	DPU PCM Services for Small Projects
2	60	6009	06	66410	6006	n/a	WT002	P690553-100000 (New)	n/a	n/a	n/a		(62,000.00)	Professional Construction Management (PCM) - Part II
3	60	6009	06	66410	6006	n/a	WT002	P690411-100007 (New)	600904	WT01	n/a		(412,280.00)	Watershed Misc. Facilities Demolition - Part 1
4	60	6009	06	66410	6006	n/a	WT002	P690413-100001 (New)	600902	WT01	n/a		(31,059.40)	HCWP Automation Upgrade 2015
5	60	6009	06	66410	6006	n/a	WT002	P690451-100001 (New)	600911	WT18	n/a		(6,660.60)	Mound District B.S. 20" Discharge Line

(712,000.00)

**Transfer To:**

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1	60	6009	06	66410	6006	n/a	WT002	P690026-100005 (New)	600912	WT24	n/a	n/a	\$69,000.00	Indianola Exterior Site Imp's
1	60	6009	06	66410	6006	n/a	WT002	P690331-100003 (New)	600902	WT01	n/a	n/a	\$169,000.00	HCWP Lagoons 1 & 2 Sludge Rmvl.
1	60	6009	06	66410	6006	n/a	WT002	P690532-100000 (New)	600902	WT01	n/a	n/a	\$474,000.00	HCWP Bulk Chemical Bldg. Imp's

\$712,000.00

**ORD 0102-2016**

**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	6009	06	66410	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690026-100005 (New)	600912	WT24	n/a	n/a	10	\$69,000.00	Indianola Exterior Site Imp's
20	60	6009	06	66410	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690331-100003 (New)	600902	WT01	n/a	n/a	99	\$169,000.00	HCWP Lagoons 1 & 2 Sludge Rmvl.
30	60	6009	06	66410	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690473-100009 (New)	600911	WT19	n/a	n/a	15	\$135,000.00	Fisher Rd. Booster Station Roof Repl.
40	60	6009	06	66410	6006	n/a	WT002	Public Utilities and Public Sector Related Services	P690532-100000 (New)	600902	WT01	n/a	n/a	04	\$474,000.00	HCWP Bulk Chemical Bldg. Imp's

\$847,000.00

**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.