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)#

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
10															
20															
30															

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
2992-2016

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	50	5001	01	61100	2251	n/a	HE002	500107	HE12	n/a	G501504	$ 305,723.62
2	50	5001	02	62000	2251	n/a	HE002	500107	HE12	n/a	G501504	$ 1,000.00
3	50	5001	03	63000	2251	n/a	HE002	500107	HE12	n/a	G501504	$ 13,276.38

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.

Ord Number

TRANSFER FROM

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1		10	69101									
2		10	69101									
3		10	69101									

TRANSFER TO:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1		80	49001									
2		80	49001									
3		80	49001									

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:

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

Transfer To:

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