

*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

Ordinance Attachment - AC Template

Ord Number
0928-2023

Type: ACDI, ACPO, ACPR	Purchase Requisition (PR)#
ACDI	

Line # of AC	Project ID	Procurement Category	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Header	Optional Field	Planning Area	Amount	Project Name
10		Professional Services	46	4601	03	63050	5502	550201	HR002							\$ 50,000.00	
																\$ 50,000.00	Total Spend

**If fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows*

Ordinance Attachment

Template to Authorize Transfer **Between Projects or Subfunds BETWEEN different Funds**

Ord Number
0928-2023

TRANSFER FROM (10/69101)

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount	Project Name
10	45	4501	10	69101	1000	100010	FN005	N/A	N/A	N/A	N/A	N/A	N/A	\$ 50,000.00	N/A
Transfer OUT														\$ 50,000.00	

TRANSFER TO (80/49001)

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Header	Optional Field	Amount	Project Name
10	46	4601	80	49001	5502	550201	HR002							\$ 50,000.00	N/A
Transfer IN														\$ 50,000.00	

**If fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows*

Ordinance Attachment -- Authorize Appropriation

Ord Number
0928-2023

Line #	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Header	Optional	Project ID	Amount
10	46	46-01	03	63050	5502	550201	HR002							\$ 50,000.00
													\$ 50,000.00	