

\*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 (Expenditure Authorization)**

<b>Ord Number</b>
<b>2494-2024</b>

\*Check budget book, use professional services tab to find allocated funds

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

\*Almost always ACPO

Line # of AC	Project ID	Procurement Category	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	N/A	N/A	60	6005	06	66510	6100	000000	SD003	600501	N/A	N/A	N/A	N/A	\$ 80,755.00	
															\$ 80,755.00	

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

Line # of AC	Project ID	Procurement Category	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10																
20																
30																
															\$ -	

**Total Spend**

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

**Ordinance Attachment -- Authorize Appropriation**

<b>Ord Number</b>

Line #	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Amount
1												
2												
3												
											\$	-

*\*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 WITHIN the Same Fund***

Ord Number

**Transfer From:**

Line #	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1														
2														
3														
													\$	-

**Transfer To:**

Line #	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1														
2														
3														
													\$	-

*\*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

**TRANSFER FROM (10/69101)**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1			10	69101										
2			10	69101										
3			10	69101										

Transfer OUT      \$ -

**TRANSFER TO (80/49001)**

Line # of AC	Dept	Div.	Ob. Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount	Project Name
1			80	49001										
2			80	49001										
3			80	49001										

Transfer IN      \$ -