## 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 <br> Number |  |
| :---: | :---: |
|  |  |
| Type of AC <br> Requested | Purchase <br> Requisition <br> (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 <br> Number |
| :---: |
| $0577-2016$ |


| Line \# | Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project ID | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 50 | 5001 | 01 | 61100 | 2291 | n/a | HE003 | 500109 | HE16 | n/a | G508252 | 13,513.00 |
| 2 | 50 | 5001 | 02 | 62000 | 2291 | n/a | HE003 | 500109 | HE16 | n/a | G508252 | 16,487.00 |
| 2 | 50 | 5001 | 03 | 63000 | 2291 | n/a | HE003 | 500109 | HE16 | n/a | G508252 | 15,000.00 |

## 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.
$\square$
Ord
Number

TRANSFER FROM

| Line \# | Div | Obj Class | Main <br> Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project <br> ID | Optional <br> Field |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Amount |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  | 10 | 69101 |  |  |  |  |  |  |  |  |
| 2 |  | 10 | 69101 |  |  |  |  |  |  |  |  |
| 3 |  | 10 | 69101 |  |  |  |  |  |  |  |  |

TRANSFER TO:

| Line \# | Div | Obj Class | Main <br> Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project <br> ID | Optional <br> Field |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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.
$\square$
Ord
Number

Transfer From:

| Line \# | Div | Obj Class | Main <br> Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project <br> ID | Optional <br> Field |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |

Transfer To:

| Line \# | Div | Obj Class | Main <br> Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project <br> ID | Optional <br> Field |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |

