## 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.

Ord	Number	
175	51-2016	Environmental Systems Research Institute (ESRI)
Type of AC Requested	Purchase Requisition (PR)#	
ACPR	n/a	

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	Project Name
10	Engineering and Research and Technology Based Services	47	47-02	06	66530	5105	n/a	CW001	470201	IT03	n/a	P470047- 100005	n/a	99	\$49,918.02	Enterprise System Upgrades- GIS (Carryover)

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 <u>capital</u> 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.

## ORDINANCE ATTACHMENT - (appropriate Reserve Fund)

## 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

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount

ORDINANCE ATTACHMENT (transfer Reserve to Loan fund) 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

TRANSFER TO

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