ORDINANCE ATTACHMENT - <mark>(appropriate Reserve Fund example below)</mark>
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	Project Name
1	60	6009	10	69102	6003	600301	CW001	n/a	n/a	n/a			
2	60	6009											
3	60	6009											

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
3221-2016

Type of AC Requested	Purchase Requisition (PR)#
ACPO	n/a

Line # of AC	Procurement Category	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Planning Area	Amount	Project Name
10	Public Utilities and Public Sector Related Services	60	6005	06	66410	6109	n/a	SD003	n/a	n/a	n/a	P650348-100003	99	$499,750.00	WWTFS Instrumentation and Control (I & C) and Implementation Team

Types of AC's: ACPR – for expenditures from a UTC or those that haven't yet been bid. ACPO – for all other expenditures that do not qualify

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 **capital** 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.

Planning Areas:			
01 - Hayden Run	15 - Hilltop	10 – Clintonville	24 – Eastland-Brice
02 - Far Northwest	16 - Franklinton	11 – North Linden	25 - Westland
03 – Far North	17 – Greenlawn-Frank Rd	12 – Northeast	26 - Rickenbacker
04 – Rocky Fork-Blacklick	18 - Downtown	13 - Near North-University	27 - Southeast
05 – Northwest	19 – Near East	14 – South Linden	99 - Citywide
06 – Northland	20 – Eastmoor-Walnut Ridge		
07 – Far West	21 – Far East		
08 – West Scioto	22 – Near South		
09 – West Olentangy	23 – Far South		