

Purpose: The purpose of this form is to help expedite the ordinance process when loading SAP Financial data. Departments should use this form when drafting the request for ordinance as it relates to Capital projects.

Project Name: Enter the name of the project.

Project Fund: Enter the project fund (execute FMDERIVE to validate the functional area to fund mapping).

Council Date: Enter the date which this item will be presented to council.

Council Item: Enter the council item number.

Revenue Transfers Out Section

Fund No. or Internal Order: Enter the revenue source i.e. revenue fund or if being funded by a grant the I/O number

Fund Name or Internal Order name: Enter the fund name i.e. 2005 revenue bonds or the I/O name i.e. 30th year

G/L: Enter the G/L number i.e. 6102100.

G/L name: Enter G/L name i.e. interfund transfer out.

Current Plan version 0 (Optional): Enter the current budget.

Plan version 0 revision (Appropriation): Current appropriation (budget).

Revised Plan version 0 (Optional): Enter the revised plan version (current plan version 0 + appropriation).

Revenue Transfers In Section (Optional)

WBS No: Enter the transfer in (-90) WBS Element.

WBS Name: Enter the transfer in WBS name i.e. transfer from GO-XXXXX-XX.

G/L: Enter the G/L number i.e. 6101100.

G/L name: Enter G/L name i.e. interfund transfer in.

Current Plan version 0 (Optional): Enter the current budget.

Plan version 0 revision (Appropriation): Current appropriation (budget).

Revised Plan version 0 (Optional): Enter the revised plan version (current plan version 0 + appropriation).

Expenditures

WBS No: Enter the expenditure WBS element i.e. 23-XXXX-XX-XX, 33-XXXXX-XX-XX

WBS Name: Enter the WBS element name i.e. design, advertise, construction

G/L: Enter the G/L number i.e. 5201140, 5201040

G/L name: Enter G/L name i.e. fees to prof, engineering fees, construction

Current Plan version 0 (Optional): Enter the current budget.

Plan version 0 revision (Appropriation): Current appropriation (budget).

Revised Plan version 0 (Optional): Enter the revised plan version (current plan version 0 + appropriation).

Comments: This area is for any other project data that is necessary to book the ordinance.

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CDBG.

