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	

Type of AC	Purchase
Requested	Requisition (PR)#
ACPO	

I	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															

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.



Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
	48	4801	06	66000	7739	N/A	NH002				P480102- 100000	#######################################

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.



TRANSFER FROM

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4801											

TRANSFER TO:

Line #	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
<u> </u>											
 											

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.



Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4801	06	66000	7739	N/A	NH002				P480102- 100000		\$ 475,000.00
2												
3												

Transfer To:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4801	06	66402	7739	N/A	NH002				P480104- 100000		\$ 475,000.00
2												
3												