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 Number0253-2024

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
10		60	6009	02	62010	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$55,000.00
20		60	6009	02	62040	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$3,000.00
30		60	6009	02	62075	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$9,000.00
40		60	6009	02	62083	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$15,000.00
50		60	6009	03	63230	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$65,000.00
60		60	6009	03	63260	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$15,000.00
70		60	6009	03	63320	6000	000000	WT002	600903	0000	N/A	N/A	N/A	N/A	\$7,000.00

TOTAL \$169,000.00

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
1												
2												
3												

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
1												
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												
2												
3												

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.

Ord
Number

Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1												
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												
2												
3												