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

0405-2024

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

Line # of AC	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning Area	Amount
10	3003	03	63050	2223	222321	DS007							\$50,000.00
10	3003	03	63050	2299	0	DS007							\$78,205.00

\$128,205.00

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Section 3	Section 4	Section 5	Amount
10	3003	03	63050	2223	222321	DS007					50,000.00

50,000.00

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	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1												
2												
3												

TRANSFER TO:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	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.

Transfer From:

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

Transfer To:

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