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 |
| 3113-2025 |

| Type of AC | Purchase |
|------------|-------------------|
| Requested | Requisition (PR)# |
| ACPO | |

|] | 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 | | 48 | 4801 | 05 | 65026 | 1000 | 100010 | NH002 | | | | | | | \$ 18,000.00 |
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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 |
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| Number |
| |

Transfer From:

| | Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID | Optional Field | Amount |
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Transfer To:

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

| Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project ID | Amount |
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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 |
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| Number |
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TRANSFER FROM

| Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID | Optional Field | Amount |
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TRANSFER TO:

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