# 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.



| Type of AC<br>Requested | Purchase<br>Requisition<br>(PR)# |
|-------------------------|----------------------------------|
| Various -               |                                  |
| see lines               |                                  |

| Line # of AC | Procurement<br>Category | Dept | Div  | Obj<br>Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Planning<br>Area | Amount       |      |
|--------------|-------------------------|------|------|--------------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|------------------|--------------|------|
| 10           | n/a                     | 27   | 2701 | 03           | 63010        | 1000 | 100010  | CW001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$10,000.00  | ACPO |
| 20           | n/a                     | 27   | 2701 | 03           | 63050        | 1000 | 100010  | CS001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$31,000.00  | ACPO |
| 30           | n/a                     | 27   | 2701 | 03           | 63051        | 1000 | 100010  | CS001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$200,000.00 | ACPO |
| 40           | n/a                     | 27   | 2701 | 03           | 63960        | 1000 | 100010  | CS001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$1,300.00   | ACDI |
| 50           | n/a                     | 27   | 2701 | 03           | 63965        | 1000 | 100010  | CS001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$5,000.00   | ACDI |
| 60           | n/a                     | 27   | 2701 | 06           | 66530        | 1000 | 100010  | CS001   | n/a    | n/a    | n/a    | n/a           | n/a               | n/a              | \$65,386.00  | ACPR |
|              |                         |      |      |              |              |      |         |         |        |        |        |               |                   |                  | ¢212 606 00  | •    |

\$312,686.00

| 63010 \$ | 10,000.00  | Court Reporting (Veritext)                    |
|----------|------------|---|
| 63050 \$ | 15,000.00  | Test Development Consulting Services (Dove    |
| 63050 \$ | 11,000.00  | Storage & Moving of FF Mile Testing Equipme   |
| 63050 \$ | 5,000.00   | Language Testing - Sworn Police & Fire exam:  |
| 63051 \$ | 200,000.00 | Pre-employment physicals and cardiovascula    |
| 63960 \$ | 1,300.00   | SME Mileage Reimbursements thru Feb. 2020     |
| 63965 \$ | 5,000.00   | SME Airfare, PerDiem, Ground Transportation   |
| 66530 \$ | 65,386.00  | 4-TV's w/installation for Sworn Large Testing |

rspike Consulting)
ent (Premier Office Movers)
s
r stress tests for sworn Police & Fire recruits
6
n & Miscellaneous Reimbursements
Room

# **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    |
|---|--------|
| N | Number |
|   |        |

| Line # | Dept | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>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<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 2      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 3      |     |           |              |      |         |         |        |        |        |               |                   |        |

## TRANSFER TO:

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

## **Transfer To:**

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