#### AC Template (for authorizing expenditures)

<sup>\*</sup>If AC has fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows.

T	Purchase				
Type of AC Requested	Requisition				
Requesteu	(PR)#				
ACPO	N/A				

Line # of AC	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount
10	6009	3	63946	6000	0	WT002	N/A	N/A	600901	WT01	N/A	N/A	N/A	\$ 77,000.00
20	6009	3	63946	6000	0	WT002	N/A	N/A	600902	WT01	N/A	N/A	N/A	\$ 65,000.00
30	6009	3	63946	6000	0	WT002	N/A	N/A	600903	WT01	N/A	N/A	N/A	\$ 66,000.00
40	6009	3	63946	6000	0	WT002	N/A	N/A	600911	WT18	N/A	N/A	N/A	\$ 48,000.00

<sup>\*</sup>AC lines increment by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

## **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	Project ID	Section 3	Section 4	Section 5	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.

### 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												