#### AC Template (for authorizing expenditures)

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

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

| Ord    |
|--------|
| Number |
|        |

| Type of AC<br>Requested | Purchase<br>Requisition<br>(PR)# |
|-------------------------|----------------------------------|
|                         | n/a                              |

| Line # of<br>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              |                         |      |     |              |              |      |         |         |        |        |        |               |                   |                  |        |
|                 |                         |      |     |              |              |      |         |         |        |        |        |               |                   |                  |        |

## **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 # | Dept | Div  | Obj Class | Main<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>ID | Amount    |                     |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|-----------|---------------------|
|        | 25   | 2501 | 01        | 61101        | 2220 |         | CW002   |           |           |           | G251608       | 50,700.00 | Veterans            |
|        | 25   | 2501 | 01        | 61101        | 2220 |         | CW002   |           |           |           | G251609       | 50,700.00 | Human Trafficking   |
|        | 25   | 2501 | 01        | 61101        | 2220 |         | CW002   |           |           |           | G251610       | 50,700.00 | Mental Health       |
|        | 25   | 2501 | 01        | 61101        | 2220 |         | CW002   |           |           |           | G251611       | 50,700.00 | Drug Court (Opiate) |
|        | 25   | 2501 | 01        | 61101        | 2220 |         | CW002   |           |           |           | G251612       | 50,700.00 | Drug Court          |

## **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.

| (  | )rd  |
|----|------|
| Nu | mber |
|    |      |

## **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      |     |           |              |      |         |         |        |        |        |               |                   |        |