# 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
3062-2025

Type of AC	Purchase
Requested	Requisition (PR)#
ACPO	

I	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	03	63050	1000	100010	NH002							\$ 100,000.00

## 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 Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
I	1												

## **Transfer To:**

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

## **Template for Authorizing Appropriation**

If fewer than three lines are needed please delete rows
If more than 3 lines are needed lease insert rows.

<b>Ord Number</b>	

Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
	Dept	Dept Div	Dept Div Obj Class	Dent I Div Itani (1966)	Dent I DIV ICINI CIACCI I BIINA I	Dent I DIV ICINI CIASSI I RIINA I SIINTIINA	TIENT I LIIV ICINI CIASSI — I RIINA I SIINTIINA I PRAGRAM I	TIENT I TIV ICINI CIASSI - KIINA I SIINTIINA I PRAGRAM I SECTIAN 3 I	Hent I HIV Hini Hassi I kiina I Siintiina I Program I Section A I Section A	TIENT I THY ITINI LISSS I RUNA I SUNTUNA I PRAGRAM I SECTION A I SECTION A I SECTION A I SECTION A	Dept   Div   Obj Class   Acct   Fund   Subfund   Program   Section 3   Section 4   Section 5   Project   IID

## **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 Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount

## TRANSFER TO:

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