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 Requested	Purchase Requisition (PR)#
ACPO	N/A

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		60	6009	03	63260	6000	000000	WT002	600907	0000	N/A	N/A	N/A	N/A	\$2,000,000.00	WATER
20		60	6005	03	63260	6100	000000	DU006	600504	0000	N/A	N/A	N/A	N/A	\$400,000.00	SEWERS
30		60	6007	03	63260	6300	000000	EL001	600708	0000	N/A	N/A	N/A	N/A	\$50,000.00	POWER

\$2,450,000.00

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 Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project 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.



TRANSFER FROM

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

TRANSFER TO:

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

Ord	
Number	

Transfer From:

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

Transfer To:

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