#### 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

Li	ine # of AC	Dept.	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount
	10	51	5101	06	66410	7702	n/a	RP009	Building and Facility Construction and Maintenance Services	P440006- 101960	n/a	n/a	n/a	n/a	20	45,540.00

# 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 #	Div	Obj Class	Main Acct	Fund	Subfund	Program	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												