# 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 |
|------------|
| 3087-2022  |

| Type of AC<br>Requested | Purchase<br>Requisition (PR)# |       |
|-------------------------|-------------------------------|-------|
| ACPO                    |                               | Matri |

Matrix Pointe Software, LLC

| Line # of AC | Procurement<br>Category | Dept | Div  | Obj<br>Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID       | Optional<br>Field | Planning<br>Area | Amount       |
|--------------|-------------------------|------|------|--------------|--------------|------|---------|---------|--------|--------|--------|------------------|-------------------|------------------|--------------|
| 10           | na                      | 47   | 4702 | 06           | 66530        | 5105 | 000000  | CW001   | na     | na     | na     | P240100 - 100000 | na                | 99               | \$ 29,500.00 |

Total: \$ 29,500.00

## **Template for Authorizing Appropriation**

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

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

| Line # | Dept | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>ID | Amount |
|--------|------|-----|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|--------|
|        |      |     |           |              |      |         |         |           |           |           |               |        |

| ſ | Total: | \$<br>- |
|---|--------|---------|
|   |        |         |

### **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 |
| ſ |        |

### 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      |     |           |              |      |         |         |        |        |        |               |                   |        |

#### 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      |     |           |              |      |         |         |        |        |        |               |                   |        |

## 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<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      |     |           |              |      |         |         |        |        |        |               |                   |        |