# 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.

I	Ord
	Number
	3118-2022

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	n/a	60	6001	03	63260	6300	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$4,599.40
20	n/a	60	6001	03	63260	6000	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$29,255.20
30	n/a	60	6001	03	63260	6100	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$32,799.00
40	n/a	60	6001	03	63260	6200	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$8,746.40
50	n/a	60	6001	02	62010	6300	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$658.80
60	n/a	60	6001	02	62010	6000	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$4,190.40
70	n/a	60	6001	02	62010	6100	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$4,698.00
80	n/a	60	6001	02	62010	6200	000000	CW003	600106	n/a	n/a	n/a	n/a	n/a	\$1,252.80

\$86,200.00

# **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 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.

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												

# 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												