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

Type of AC	Purchase
Requested	Requisition (PR)#
ACPO	

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	Legal Services	51	5101	03	63050	2285	000000	CW001	510101						150,000.00
20	Legal Services	45	4550	03	63050	1000	100010	CW001							150,000.00
30															

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed please insert rows.

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	51	5101	3	63050	2285	0	CW001	510101				150,000.00
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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	45	4501	10	69101	1000	100010	FN005						\$ 150,000.00
2													
3													

TRANSFER TO:

Line	# De	pt	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	5	1	5101	80	49001	2285	0	CW001	510101					150,000.00
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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	45	4501	10	69101	1000	100010	FN005						\$ 150,000.00
2													
3													

Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	45	4550	03	63050	1000	100010	CW001						\$ 150,000.00
2													
3													