#### 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<br>Requested | Purchase<br>Requisition<br>(PR)# |
|-------------------------|----------------------------------|
| ACPO                    | N/A                              |

| Line # of<br>AC | Div  | Obj Class | Main Acct | Fund | Subfund | Program | Procurement<br>Category | Project<br>ID | Sect 3 | Sect 4 | Sect 5 | Optional<br>Field | Planning<br>Area | Amount       |
|-----------------|------|-----------|-----------|------|---------|---------|-------------------------|---------------|--------|--------|--------|-------------------|------------------|--------------|
| 10              | 6009 | 2         | 62010     | 6000 | 0       | WT002   | N/A                     | N/A           | 600907 | WT07   | N/A    | N/A               | N/A              | \$ 50,000.00 |
| 20              |      |           |           |      |         |         |                         |               |        |        |        |                   |                  |              |
| 30              |      |           |           |      |         |         |                         |               |        |        |        |                   |                  |              |

# 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<br>Acct | Fund | Subfund | Project<br>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<br>Acct | Fund | Subfund | Program | Project<br>ID | Sect 3 | Sect 4 | Sect 5 | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|---------------|--------|--------|--------|-------------------|--------|
| 1      |     |           |              |      |         |         |               |        |        |        |                   |        |
| 2      |     |           |              |      |         |         |               |        |        |        |                   |        |
| 3      |     |           |              |      |         |         |               |        |        |        |                   |        |

## **TRANSFER TO:**

| ] | Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Project<br>ID | Sect 3 | Sect 4 | Sect 5 | Optional<br>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<br>Acct | Fund | Subfund | Program | Project<br>ID | Sect 3 | Sect 4 | Sect 5 | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|---------------|--------|--------|--------|-------------------|--------|
| 1      |     |           |              |      |         |         |               |        |        |        |                   |        |
| 2      |     |           |              |      |         |         |               |        |        |        |                   |        |
| 3      |     |           |              |      |         |         |               |        |        |        |                   |        |

Transfer To:

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