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

Line # of AC	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount
10	6007	03	63260	6300	000000	EL002	N/A	N/A	0600706	N/A	N/A	N/A	N/A	\$ 325,000.00
20	6007	03	63260	6300	000000	EL002	N/A	N/A	0600705	N/A	N/A	N/A	N/A	\$ 10,000.00
30	6009	03	63260	6000	000000	WT002	N/A	N/A	0600904	WT03	N/A	N/A	N/A	\$ 100,000.00
40	6009	03	63260	6000	000000	WT002	N/A	N/A	0600903	WT01	N/A	N/A	N/A	\$ 5,000.00

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	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												