#### 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
Requesteu	(PR)#
ACDI	

Line # of AC	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurem ent Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount
10	22	2201	03	63340	4430	443001	AU002								7,040,862.50
20	22	2201	10	69102	4430	443001	AU002								7,696,782.65
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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Section 3	Section 4	Section 5	Amount
1	22	2201	10	69102	4430	443001	AU002					7,696,782.65
2	22	2201	3	63340	4430	443001	AU002					7,040,862.50
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	2201	10	69102	4430	443001	AU002						7,696,782.65
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	2201	TBD	TBD	2282	228201	AU002						7,696,782.65
2												
3												

Transfer is authorized at such time it is deemed necessary by the City Auditor to expend said funds.

# 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												