#### AC Template (for authorizing expenditures)

<sup>\*</sup>If AC has fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows.

- 0		
	Type of AC Requested	Purchase Requisition
	Kequesteu	(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	02	62150	6300	0	DU004	N/A	N/A	0600710	0000	N/A	N/A	N/A	\$ 120,000.00

<sup>\*</sup>AC lines increment by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

# **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												