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

ne#of AC	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	59	5911	06	66410	7704	n/a	SV003	Building and Facility Construction & Maint. Services	P530210- 100001	N/A	N/A	N/A	N/A	99	\$25,000.00	Curb Reimbursement Program

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	Project Name
1													

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	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

TRANSFER TO:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
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.

Ord	
Number	

Transfer From:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

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	Purchase
AC	Requisitio
Requested	n (PR)#
ACDI	n/a

Line # of AC	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category
10								
20								
30								

Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount

Project Name