#### 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	
0712-2016	

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

Line # of AC	Procurement Category	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning Area	Amount
10	Public Utilities and Public Sector Related Services	60	6007	06	66410	6303	n/a	EL002	600705	n/a	n/a	P670782- 100000 (New)	n/a	15	\$20,115.24

# 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	Section 3	Section 4	Section 5	Project ID	Amount
				Atti							ID	

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 O	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
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# **TRANSFER TO:**

Line # Div Obj Class Acct Fund Subfund Program Sect 3 Sect 4 Sect 5 D Field Amoun	Line #	Div	Obj Class		Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
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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	
0712-2016	

# **Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	6007	06	66410	6303	n/a	EL002	600705	n/a	n/a	P670793-100000 (New)		\$20,115.24
2												
3												

**Transfer To:** 

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	6007	06	66410	6303	n/a	EL002	600705	n/a	n/a	P670782-100000 (New)		\$20,115.24
2												
3												