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.

ľ	Ord
l	Number
ľ	0805-2016

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	n/a	60	6009	03	63260	6000	000000	WT002	600907	WT07	n/a	n/a	n/a	n/a	\$ 900,000.00
20	n/a	60	6009	03	63260	6000	000000	WT002	600907	WT05	n/a	n/a	n/a	n/a	\$ 25,622.50
30	n/a	60	6007	03	63050	6300	000000	EL001	600708	n/a	n/a	n/a	n/a	n/a	\$ 40,000.00
40	n/a	60	6005	03	63260	6100	000000	DU006	600504	SD02	n/a	n/a	n/a	n/a	\$ 400,000.00
50	n/a	60	6005	03	63260	6100	000000	SD003	600502	SD01	n/a	n/a	n/a	n/a	\$ 20,000.00
60	n/a	60	6005	03	63260	6100	000000	SD003	600501	SD01	n/a	n/a	n/a	n/a	\$ 75,000.00

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows
If more than 3 lines are needed lease insert rows.

Ord
Number

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	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.

Ord	
Number	

TRANSFER FROM

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1		10	69101									
2		10	69101									
3		10	69101									

TRANSFER TO:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1		80	49001									
2		80	49001									
3		80	49001									

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