### AC Template (for authorizing expenditures)

Ord Number 1465-2016

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	Description	Planning Area	Amount
	Community & Social Services	44	4410	03	63920	2220		HS001	441001	HS12		G451601	Admin		20,853.00
	Community & Social Services	44	4410	03	63920	2220		HS001	441001	HS13		G451601	Shelter Homeless Assistance		283,037.00
20	Community & Social Services	44	4410	03	63920	2220		HS001	441001	HS14		G451601	Rapid Re-housing		277,041.00
															580,931.00

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

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

## **Template for Authorizing Appropriation**

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



Lir	ne#	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount	Description
	1	44	4410	03	63920	2220		HS001	441001	HS12		G451601	20,853.00	Admin
	1	44	4410	03	63920	2220		HS001	441001	HS13		G451601	283,037.00	Shelter Homeless Assistance
	1	44	4410	03	63920	2220		HS001	441001	HS14		G451601	277,041.00	Rapid Re-housing
													580,931.00	

## **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												
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												

# 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												