### 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	
1704-2016	

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	Land & Buildings & Structures & Thoroughfares	44	4402	05	65005	7438	n/a	EC002	440206	EC14	N/A	P438001- 100000		4	\$400,000
20	Land & Buildings & Structures & Thoroughfares	44	4402	05	65005	7439	n/a	EC002	440206	EC14	N/A	P439001- 100000		4	\$47,827.40
30	Land & Buildings & Structures & Thoroughfares	44	4402	05	65005	7440	n/a	EC002	440206	EC14	N/A	P440001- 100000		4	\$150,000

# **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 1704-2016

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	44	4402	5	65005	7438	n/a	EC002	440206	EC14	N/A	P438001- 100000	\$400,000
2	44	4402	5	65005	7439	n/a	EC002	440206	EC14	N/A	P439001- 100000	\$47,827.40
3	44	4402	5	65005	7440	n/a	EC002	440206	EC14	N/A	P440001- 100000	\$150,000

### **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

# TRANSFER TO:

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

# 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												