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

Line # 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	5912	06	66410	7704	n/a	SV003	Land & Buildings & Structures & Thoroughfares	P530161- 100144	n/a	n/a	n/a	n/a	2	\$30,000	Roadway Improvements Smoky Row Road

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

1732-2016

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

This form is not needed.

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 #	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														

This form is not needed.

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	
1732-2016	

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	59	5912	99	50000	7704	n/a	SV003	P590105- 100000	n/a	n/a	n/a	n/a	\$30,000.00	Pedestrian Safety Improvements

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	59	5912	99	50000	7704	n/a	SV003	P530161- 100044	n/a	n/a	n/a	n/a	\$30,000.00	Roadway Improvements Smoky Row Road