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 1519-2016

Type of AC	Purchase
Requested	Requisition (PR)#
ACPO	

Line # of	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	Community & Social Services	44	4402	03	63920	2248	224801	EC004	440205	EC09	EC0901		CD00006		28,753.00
								·							

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
1519-2016

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
10	44	4402	03	63920	2248	224801	EC004	440205	EC09	EC0901		28,753.00

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
1519-2016

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	2204		EC004				G449001		28,753.00
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	4402	80	49001	2248	224801	EC004	440205	EC09	EC0901		CD00006	28,753.00
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										
0519-2016										

Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	44	4402	65000	2204		EC004				G449001		\$28,753
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	44	4402	69101	2204		EC004				G449001		\$28,753
2												
3												