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)#

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

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Section 3	Section 4	Section 5	Amount
1	5101	6	66100	2283	n/a	RP009	TBD upon execution of grant agreement	n/a	n/a	n/a	197,000.00

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.

TRANSFER FROM

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

TRANSFER TO:

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

Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1	5101	06	66100	7702	n/a	RP009	P510301- 100000	n/a	n/a	n/a	n/a	\$83,000.00
2	5101	06	66100	7702	n/a	RP009	P510316- 100000	n/a	n/a	n/a	n/a	\$4,300.00
Transfer T	Transfer To:											
Line #	Div	Obj Class	Main A set	Fund	Subfund	Program	Project	Sect 3	Sect 4	Sect 5	Optional Field	Amount

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount
1	5101	10	66100	7702	n/a	RP009	P510902- 100000	n/a	n/a	n/a	n/a	\$87,300.00