## 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 |
|        |

| Type of AC<br>Requested | Purchase<br>Requisition<br>(PR)# |
|-------------------------|----------------------------------|
|                         |                                  |

| Line # of<br>AC | Procurement<br>Category | Dept | Div | Obj<br>Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Planning<br>Area | Amount |
|-----------------|-------------------------|------|-----|--------------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|------------------|--------|
| 10              |                         |      |     |              |              |      |         |         |        |        |        |               |                   |                  |        |
| 20              |                         |      |     |              |              |      |         |         |        |        |        |               |                   |                  |        |
| 30              |                         |      |     |              |              |      |         |         |        |        |        |               |                   |                  | ·      |

# **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    |
| 2353-2016 |

| Line # | Dept | Div  | Obj Class | Main<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>ID | Amount       |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|--------------|
| 1      | 50   | 5001 | 01        | 61100        | 2251 | n/a     | HE002   | 500116    | HE38      | n/a       | TBD           | 5,326,778.00 |
| 1      | 50   | 5001 | 01        | 61100        | 2251 | n/a     | HE002   | 500116    | HE39      | n/a       | TBD           | 162,062.00   |
| 2      | 50   | 5001 | 02        | 6200         | 2251 | n/a     | HE002   | 500116    | HE38      | n/a       | TBD           | 130,000.00   |
| 3      | 50   | 5001 | 03        | 6300         | 2251 | n/a     | HE002   | 500116    | HE38      | n/a       | TBD           | 1,036,739.00 |

## **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<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |
| 2      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |
| 3      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |

# TRANSFER TO:

| Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     | 80        | 49001        |      |         |         |        |        |        |               |                   |        |
| 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 |
|        |

## **Transfer From:**

| Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 2      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 3      |     |           |              |      |         |         |        |        |        |               |                   |        |

# **Transfer To:**

| Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 2      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 3      |     |           |              |      |         |         |        |        |        |               |                   |        |