#### 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 Requested	Purchase Requisition (PR)#

I	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															
	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.* 



Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	50	5001	01	61100	2251	n/a	HE002	500107	HE35	n/a	TBD	121,100.00
2	50	5001	02	62000	2251	n/a	HE002	500107	HE35	n/a	TBD	2,840.00
3	50	5001	03	63000	2251	n/a	HE002	500107	HE35	n/a	TBD	1,060.00

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	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
Γ	1		10	69101									
Γ	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		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	I
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												