#### 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.

|            | Purchase    |
|------------|-------------|
| Type of AC |             |
| Requested  | Requisition |
|            | (PR)#       |
| ACPO       | n/a         |

| Line # of<br>AC | Dept. | Div  | Obj Class | Main<br>Acct | Fund | Subfund | Program | Procurement Category   | Project<br>ID      | Sect 3 | Sect 4 | Sect 5 | Optional<br>Field | Planning<br>Area | Amount     |
|-----------------|-------|------|-----------|--------------|------|---------|---------|--|--------------------|--------|--------|--------|-------------------|------------------|------------|
| 10              | 51    | 5101 | 06        | 66410        | 7702 | n/a     | RP009   | Building and Facility Construction and<br>Maintenance Services | P440006-<br>102008 | n/a    | n/a    | n/a    | n/a               | 13               | 176,822.00 |
| 20              | 51    | 5101 | 06        | 66410        | 7702 | n/a     | RP009   | Building and Facility Construction and<br>Maintenance Services | P440006-<br>102069 | n/a    | n/a    | n/a    | n/a               | 14               | 223,665.00 |
| 30              | 51    | 5101 | 06        | 66410        | 7702 | n/a     | RP009   | Building and Facility Construction and<br>Maintenance Services | P440006-<br>102002 | n/a    | n/a    | n/a    | n/a               | 15               | 213,374.00 |
| 40              | 51    | 5101 | 06        | 66410        | 7702 | n/a     | RP009   | Building and Facility Construction and<br>Maintenance Services | P440006-<br>100000 | n/a    | n/a    | n/a    | n/a               | 99               | 30,000.00  |

643,861.00

# **Template for Authorizing Appropriation**

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.

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

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

## TRANSFER TO:

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

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

# **Transfer To:**

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