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 | |
| 2534-2016 | |

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

| 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 | Community & Social Services | 44 | 4410 | 03 | 63920 | 2231 | 223125 | DV008 | | | | | | | 10,000.00 |
| 20 | Community & Social Services | 44 | 4410 | 03 | 63920 | 1000 | 100018 | DV008 | | | | | | | 10,000.00 |

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 |
| 0000-2016 |

| Line # | Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project ID | Amount |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|-----------|
| 1 | 44 | 4410 | 03 | 63920 | 2231 | 223125 | DV008 | | | | | 10,000.00 |
| 1 | 44 | 4410 | 03 | 63920 | 1000 | 100018 | DV008 | | | | | 10,000.00 |

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 | 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 | | | | | | | | | | | | |