#### 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)#

Line # of AC	<b>Procurement Category</b>	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	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.

Ord
Number
0000-
2016

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount

## **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 Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1												
2												
3												

# TRANSFER TO:

Line #	Div		Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional 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.

Ord	
Number	
3183-2016	<b>(</b>

# **Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4410	01	61101	2220	0	HS003				G441403		\$10,721
2	4410	01	61601	2220	0	HS003				G441403		\$26,351
3	4410	03	63050	2220	0	HS003				G441403		\$20,000

Total \$57,072

## **Transfer To:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	5001	02	62010	2220	0	HE001	500102	HE02		G441403		\$21,000
2	5001	03	63000	2220	0	HE001	500102	HE02		G441403		\$14,000
3	4410	03	63970	2220	0	HS003				G441403		\$10,072
5	4410	03	63965	2220	0	HS003				G441403		\$12,000

Total \$57,072