#### 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.



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

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	Building and Facility Construction and Maintenance Services	51	5101	06	66410	2223	222302	RP009	n/a	n/a	n/a	n/a	n/a	14	50,000.00
20	Building and Facility Construction and Maintenance Services	51	5101	06	66410	2223	222302	RP009	n/a	n/a	n/a	n/a	n/a	15	50,000.00
30	Building and Facility Construction and Maintenance Services	51	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P440006- 102208	n/a	14	50,000.00
40	Building and Facility Construction and Maintenance Services	51	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P510319- 100000	n/a	14	71,150.00
50	Building and Facility Construction and Maintenance Services	51	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P510319- 100000	n/a	15	37,138.00

258,288.00

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



**Transfer From:** 

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P440006- 100000	n/a	\$50,000
2	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P510112- 100000	n/a	\$74,088

**Transfer To:** 

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P440006- 102208	n/a	\$50,000
2	5101	06	66410	7702	n/a	RP009	n/a	n/a	n/a	P510319- 100000	n/a	\$74,088