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 | | Div | Obj Class | Main Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID | Optional Field | Planning Area | Amount |
|-----------------|---|----|------|--------------|--------------|------|---------|---------|--------|--------|--------|----------------|-------------------|------------------|------------|
| 10 | n/a | 45 | 4507 | 03 | 63260 | 1000 | 100010 | FM001 | n/a | n/a | | | | | \$ 20,000 |
| 20 | Building and Facility Construction Maintenance Services | 45 | 4550 | 06 | 66410 | 7733 | 000000 | CW001 | n/a | n/a | | P570030-100120 | | | \$ 300,000 |
| 30 | Building and Facility Construction Maintenance Services | 30 | 3003 | 06 | 66410 | 7701 | 000000 | DS003 | n/a | n/a | | P330021-100000 | | | \$ 50,000 |
| 40 | Building and Facility Construction Maintenance Services | 30 | 3004 | 06 | 66410 | 7701 | 000000 | DS003 | n/a | n/a | | P340103-100000 | | | \$ 50,000 |

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 | e # | 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 | | | | | | | | | | | | |

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