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									
10	011-2017									

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

]	Line # of AC	Procurement Category		Div	Obj Class	Main Acct	Fund	Subfun d	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning Area	Amount
	10	Building and Facility Construction and Maintenance Services		4550	06	66310	7733	n/a	CW002	n/a	n/a	n/a	P570030-100208	n/a	99	\$ 300,000.00

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

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.

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	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.

Oro	Ord									
Num	ber									
1011-2	2017									

Transfer From:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4550	06	66310	7733	n/a	CW001	n/a	n/a	n/a	P570030-100203	n/a	\$ 125,000.00
2	4550	06	66310	7733	n/a	CW001	n/a	n/a	n/a	P570030-100209	n/a	\$ 75,000.00

\$ 200,000.00

Transfer To:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	4550	06	66310	7733	n/a	CW001	n/a	n/a	n/a	P570030-100208	n/a	\$ 200,000.00