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 | 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 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | · |

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 |
| 1075-2017 |

| Line # | Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project ID | Amount |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|-----------|
| 1 | 50 | 5001 | 01 | 61101 | 2251 | n/a | HE003 | 500108 | HE15 | n/a | tbd | 31,780.00 |
| 2 | 50 | 5001 | 02 | 62010 | 2251 | n/a | HE003 | 500108 | HE15 | n/a | tbd | 2,720.00 |
| 3 | 50 | 5001 | 03 | 63990 | 2251 | n/a | HE003 | 500108 | HE15 | n/a | tbd | 8,000.00 |

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.

| 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 | | 10 | 69101 | | | | | | | | | |
| 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 |
|--------|
| 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 | | | | | | | | | | | | |