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	ı
Numl	oer
1276-2	2017

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	45	4507	03	63260	1000	100010	FM001	n/a	n/a	n/a	n/a	n/a	n/a	\$15,000.00
20	Building and Facility Construction and Maintenance Services	30	3003	06	66410	7701	000000	DS003	n/a	n/a	n/a	P330021-100000	n/a	n/a	\$20,000.00
30	Building and Facility Construction and Maintenance Services	30	3004	06	66410	7701	000000	DS003	n/a	n/a	n/a	P340103-100000	n/a	n/a	\$20,000.00

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
N	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.

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												