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    |  |  |  |  |  |  |  |  |  |
| 1501-2017 |  |  |  |  |  |  |  |  |  |

| Type of AC<br>Requested | Purchase Requisition (PR)# |
|-------------------------|----------------------------|
| ACPO                    | n/a                        |

| Line # of<br>AC | Procurement Category  |    | Div  | Obj<br>Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID    | Optional<br>Field | Planning<br>Area | Amount          |
|-----------------|---|----|------|--------------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|------------------|-----------------|
| 10              | Building and Facility Construction and Maintenance Services | 45 | 4550 | 06           | 66320        | 7733 | n/a     | CW001   | n/a    | n/a    | n/a    | 570079-100001 |                   | 19               | \$ 6,995,000.00 |

# **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<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>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<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>Field | Amount |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| 1      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 2      |     |           |              |      |         |         |        |        |        |               |                   |        |
| 3      |     |           |              |      |         |         |        |        |        |               |                   |        |

# TRANSFER TO:

| Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID | Optional<br>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.



## **Transfer From:**

| Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID    | Optional<br>Field | Amount        |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|---------------|
| 1      | 45  | 4550      | 06           | 7733 | n/a     | CW001   |        |        |        | 570047-100000 |                   | \$ 655,000.00 |
| 2      | 45  | 4550      | 06           | 7733 | n/a     | CW001   |        |        |        | 570031-100005 |                   | \$ 15,935.00  |
| 3      | 45  | 4550      | 06           | 7733 | n/a     | CW001   |        |        |        | 570078-100001 |                   | \$ 3,600.00   |
| 4      | 45  | 4550      | 06           | 7773 | n/a     | CW001   |        |        |        | 570043-100025 |                   | \$ 420,465.00 |

\$ 1,095,000.00

## **Transfer To:**

|   | Line # | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID    | Optional<br>Field | Amount          |
|---|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|-----------------|
| I | 1      | 45  | 4550      | 6            | 7733 | n/a     | CW001   |        |        |        | 570079-100001 |                   | \$ 1,095,000.00 |