#### AC Template (for authorizing expenditures)

Ord Number

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

| Line # of<br>AC | Procurement Category | Dept | Div  | Obj<br>Class | Main<br>Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project<br>ID      | Optional<br>Field | Planning<br>Area | Amount    |
|-----------------|----------------------|------|------|--------------|--------------|------|---------|---------|--------|--------|--------|--------------------|-------------------|------------------|-----------|
| 10              | Real Estate Services | 51   | 5101 | 06           | 66100        | 7702 | n/a     | RP009   | n/a    | n/a    | n/a    | P440006-<br>102039 | n/a               | 14               | 36,000.00 |

<sup>\*</sup>AC lines increment by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

<sup>\*</sup>If AC has fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows.

# **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.

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