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.



| Line # | Dept | Div | Obj Class | Main Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project ID | Amount |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|-------------|
| 1 | 50 | 5001 | 02 | 62000 | 2251 | n/a | HE005 | 500112 | HE23 | n/a | G501803 | \$ 500.00 |
| 2 | 50 | 5001 | 03 | 63000 | 2251 | n/a | HE005 | 500112 | HE23 | n/a | G501803 | \$ 3,500.00 |

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.



TRANSFER FROM

| | Line # | Div | Obj Class | Main Acct | Fund | Subfund | Program | Sect 3 | Sect 4 | Sect 5 | Project ID | Optional Field | Amount |
|---|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| I | 1 | | 10 | 69101 | | | | | | | | | |
| I | 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 | | | | | | | | | | | | |