# 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 |  |
|------------|--|
| 2505-2017  |  |

| Type of AC<br>Requested | Purchase<br>Requisition<br>(PR)# |
|-------------------------|----------------------------------|
| ACPR                    | N/A                              |

| Line # of AC | Procurement<br>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           | n/a                     | 60   | 6005 | 03           | 63230        | 6100 | 000000  | DU006   | 600504 | SD02   | n/a    |               | n/a               | n/a              | \$17,000.00 |
|              |                         |      |      |              |              |      |         |         |        |        |        |               |                   |                  |             |
|              |                         |      |      |              |              |      |         |         |        |        |        |               |                   |                  |             |

## Template for Authorizing Appropriation

*If fewer than three lines are needed please delete rows* 

*If more than 3 lines are needed lease insert rows.* 



| 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.* 



#### **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      |     |           |              |      |         |         |        |        |        |               |                   |        |