# 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    |  |
| 2709-2017 |  |

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

| Line # of<br>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   | 6009 | 03           | 63990        | 6000 | 000000  | WT002   | 600905 | n/a    | n/a    | n/a           | n/a               | n/a              | \$ 210,165.84 |
| 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<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      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |
| 2      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |
| 3      |     | 10        | 69101        |      |         |         |        |        |        |               |                   |        |

## **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      |     | 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    | I |
|--------|---|
| 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      |     |           |              |      |         |         |        |        |        |               |                   |        |