#### 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 2926-2017

Type of AC Requested	Purchase Requisition (PR)#
ACPO	

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
1	Personal care services in specialized institut	51	5101	03	63920	2285	000000	CW001							\$165,000.00

# **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** 2926-2017

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	51	5101	10	69101	1000	100018	CW001					\$100,000
2	51	5101	03	63920	2285		CW001					\$ 100,000.00
3	51	5101	03	63920	2285		CW001					\$ 20,000.00
4	51	5101	03	63920	2285		CW001		1			\$ 25,000.00
5	51	5101	03	63920	2285		CW001					\$ 20,000.00
												\$ 265,000.00

### 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	

#### This is for APPROPRIATIONS ONLY

See e-mail M. Hostetler to S. Hiland dated 10.27.17

## **Transfer From:**

Line #	Dept.	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	59	5911	03	63920	2265	000000	CW001						\$25,000.00
2	50	5001	03	63920	2250	000000	CW001						\$20,000.00
													\$45,000

### Transfer To:

Line #	Dept.	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1	59	5911	10	69101	2265	000000	CW001						\$25,000.00
2	50	5001	10	69101	2250	000000	CW001						\$20,000.00
													\$45,000

# **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:** (10/69101)

Line #	Dept.	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4
1	51	5101	10	69101	1000	100018	cw001		
2	45	4501	10	69101	1000	100010	FN005	450101	
3	59	5911	10	69101	2265	000000	CW001		
4	50	5001	10	69101	2250	000000	CW001		

Transfer To: (80/49001)

Line #	Dept.	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4
1	51	5101	80	49001	2285		CW001		
2	51	5101	80	49001	2285		CW001		
3	51	5101	80	49001	2285		CW001		
4	51	5101	80	49001	2285		CW001		

Sect 5	Project ID	Optional Field	Amount
			\$100,000.00
			\$20,000.00
			\$25,000.00
			\$20,000.00
			\$ 165,000.00

Sect 5	Project ID	Optional Field	Amount
			\$ 100,000.00
			\$ 20,000.00
			\$ 25,000.00
			\$ 20,000.00
			\$ 165,000.00