# 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
0423-2018

Type of AC Requested	Purchase Requisition (PR)#
ACPO	n/a

Line # of AC	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Procurement Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	59	5911	03	63210	2265	n/a	IN004	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 400,000.00	n/a
20	59	5913	03	63210	2265	n/a	TM003	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 15,000.00	n/a

\$ 415,000.00

# **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 Acct	Fund	Subfund	Program	Project ID	Section 3	Section 4	Section 5	Amount	Project Name
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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

### TRANSFER TO:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
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.



#### **Transfer From:**

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

# Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3									·					