# AC Template (for authorizing expenditures)

\*AC lines increment by 10 (i.e. line 1 = 10, line 2 = 20, etc.)

<sup>\*</sup>If AC has fewer than three lines please delete unnecessary rows; if more than 3 lines please insert rows.

Ord
Number
3372-2018

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

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		40	4003	03	63050	1000	100010	CW001							\$ 25,000.00
20		59	5901	03	63050	2265	000000	CW001							\$ 25,000.00
30		60	6001	03	63050	6300	000000	CW001	600101						\$ 12,200.00
40		60	6001	03	63050	6000	000000	CW001	600101						\$ 77,600.00
50		60	6001	03	63050	6100	000000	CW001	600101						\$ 87,000.00
60		60	6001	03	63050	6200	000000	CW001	600101						\$ 23,200.00

TOTAL \$ 250,000.00

## 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 3372-2018

#### **Transfer From:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	<b>Optional Field</b>	Amount
10	4507	03	63260	1000	100010	FM001						\$25,000.00

## Transfer To:

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4003	03	63050	1000	100010	CW001						\$25,000.00

# **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

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
				·								

## Template To Authorize Transfer Between Projects or Subfunds 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 #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount

## **Transfer To:**

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