# 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    |
| 0182-2019 |

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

| 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 | 02           | 62010        | 6100 | 000000  | SD003   | 600502 | N/A    | N/A    | N/A           | N/A               | N/A              | \$45,000.00 |
| 20           | n/a                     | 60   | 6005 | 02           | 62011        | 6100 | 000000  | SD003   | 600502 | N/A    | N/A    | N/A           | N/A               | N/A              | \$25,000.00 |
| 30           | n/a                     | 60   | 6005 | 02           | 62011        | 6100 | 000000  | SD003   | 600501 | N/A    | N/A    | N/A           | N/A               | N/A              | \$20,000.00 |

\$90,000.00

## **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<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.

| 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      |     |           |              |      |         |         |        |        |        |               |                   |        |

### 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      |     |           |              |      |         |         |        |        |        |               |                   |        |