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

Type of AC Requested	Purchase Requisition (PR)#

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

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

0210-2019

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	30	3003	03	63965	2219	221901	CW001					\$ 30,000.00
2	30	3003	03	63970	2219	221901	CW001					\$ 20,000.00
3	30	3003	03	63946	2219	221905	DS002	300304	PD11			\$ 15,156.16
4	30	3003	05	65015	2219	221901	CW001					\$ 2,500.00
5	30	3003	03	63946	2219	221902	DS002	300304	PD14			\$ 130,225.00
6	30	3003	06	66530	2219	221902	CW001					75,000.00
7	30	3003	03	63250	2219	221901	CW001					250,000.00
8	30	3003	02	62135	2219	221901	CW001					130,000.00
9	30	3003	02	62085	2219	221901	CW001					120,000.00
10	30	3003	03	63905	2219	221901	CW001					80,000.00
11	30	3003	02	62400	2219	221901	CW001					110,000.00
12	30	3003	02	62080	2219	221901	CW001					110,000.00
13	30	3003	02	62080	2219	221902	CW001					70,000.00

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 Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
1												
2												
3												

TRANSFER TO:

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

Transfer To:

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