# 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 |
|        |

| Type of AC | Purchase          |
|------------|-------------------|
| Requested  | Requisition (PR)# |
| ACPO       |                   |

| 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 Field | Planning<br>Area | Amount     |
|--------------|-----------------------------|------|------|--------------|--------------|------|---------|---------|--------|--------|--------|---------------|----------------|------------------|------------|
| 10           | Support of Community Agency | 48   | 4801 | 03           | 63920        | 2248 | 224805  | CD034   |        |        |        |               |                |                  | 346,907.70 |
| 20           | Support of Community Agency | 48   | 4801 | 03           | 63920        | 2248 | 224801  | CD034   |        |        |        |               |                |                  | 53,092.30  |

# **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     |
|--------|------|------|-----------|--------------|------|---------|---------|-----------|-----------|-----------|---------------|------------|
| 10     | 48   | 4801 | 03        | 63920        | 2248 | 224805  | CD034   |           |           |           |               | 346,907.70 |
| 20     | 48   | 4801 | 03        | 63920        | 2248 | 224801  | CD034   |           |           |           |               | 53,092.30  |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |
|        |      |      |           |              |      |         |         |           |           |           |               |            |

# **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 |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |

# 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 |
|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |
|        |     |           |              |      |         |         |        |        |        |               |                   |        |

### 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    |
| 1215-2017 |

### **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      |     |           |              |      |         |         |        |        |        |               |                   |        |