# 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
0725-2019

Type of AC	Purchase Requisition
Requested	(PR)#
ACPO	

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		48	4801	03	63920	2248	224801	CD034							10,188.75
20		48	4801	03	63920	2248	224801	CD033							89,242.56

### 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 Different Funds

If fewer than three lines are needed please delete rows

*If more than 3 lines are needed lease insert rows.* 

Ord Number	
0725-2019	

### **TRANSFER FROM**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4801	03	63920	2220		DV006				G451036		99,431.31

### **TRANSFER TO:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4801	10	69101	2220		DV006				G451036		99,431.31

# 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	
0725-2019	

## **TRANSFER FROM**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4801	10	69101	2220		DV006				G451036		99,431.31
20	4801		10001	2248	224801	CD034						69,811.25
30	4801		10001	2248	224801	CD033						180,757.44

#### **TRANSFER TO:**

Line #	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Amount
10	4801	03	63920	2248	224801	CD034						10,188.75
20	4801	03	63920	2248	224801	CD033						89,242.56
30	4801		10001	2220						G451036		250,568.69

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 #	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												