# 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	
2816-2019	Insight Public Sector

Type of AC Purchase Requisition (PR)#

ACP0

Line # of AC	<b>Procurement Category</b>	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning Area	Amount
10	na	47	4702	03	63050	5100	510001	CW001	na	na	na	na	na	na	\$ 234,000.00

Total: \$ 234,000.00

## **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 WITHIN the Same Fund

 ${\it If fewer than three lines are needed please delete rows}$ 

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

## **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
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### TRANSFER FROM

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

### TRANSFER TO:

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