# 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.



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

| Line # of<br>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 |    |
|-----------------|-------------------------|------|------|--------------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|------------------|----|
| 10              | NA                      | 47   | 4702 | 03           | 63946        | 5100 | 510001  | IT005   | NA     | NA     | NA     | NA            | NA                | NA               | \$ |
| 20              | NA                      | 47   | 4701 | 03           | 63946        | 5100 | 510001  | CW001   | 470104 | IS01   | IT1211 | NA            | NA                | NA               |    |
| 30              | NA                      | 47   | 4701 | 03           | 63946        | 5100 | 510001  | CW001   | 470104 | IS02   | IT1303 | NA            | NA                | NA               |    |
| 40              | NA                      | 47   | 4701 | 03           | 63946        | 5100 | 510001  | CW001   | 470104 | IS02   | IT1315 | NA            | NA                | NA               |    |
| 50              | NA                      | 47   | 4701 | 03           | 63946        | 5100 | 510001  | CW001   | 470104 | IS02   | IT1316 | NA            | NA                | NA               |    |
| 60              | NA                      | 47   | 4701 | 03           | 63946        | 5100 | 510001  | CW001   | 470104 | IS02   | N/A    | NA            | NA                | NA               |    |

\$

| Amount     |
|------------|
| 58,535.00  |
| 42,834.10  |
| 216,395.21 |
| 10,958.82  |
| 49,895.84  |
| 36,487.89  |

DPU - See cell comment insert for division allocations and section 5 coding information.

415,106.86

## Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.



| Line # | Dept | Div | Obj Class | Main<br>Acct | Fund | Subfund | Program | Section 3 | Section 4 | Section 5 | Project<br>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.* 



#### **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 |
|---|--------|-----|-----------|--------------|------|---------|---------|--------|--------|--------|---------------|-------------------|--------|
| ľ | 1      |     |           |              |      |         |         |        |        |        |               |                   |        |

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

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    | I |
|--------|---|
| 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      |     |           |              |      |         |         |        |        |        |               |                   |        |