# 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 AC	Procurement Category	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Sect 3	Sect 4	Sect 5	Project ID	Optional Field	Planning 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 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.* 



#### **TRANSFER FROM**

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

#### **TRANSFER TO:**

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