# 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

Type of AC Requested	Purchase 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	Amount	
10	NA	47	4702	03	63945	5100	510001	IT005	na	na	na	na	na	na	\$ 75,480.86	Information Services
20	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1303	na	na	na	3,352.62	Building and Zoning
30	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1316	na	na	na	7,630.25	Public Service
40	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1308	na	na	na	676.38	DPU-Electricity
50	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1309	na	na	na	4,302.22	DPU-Water
60	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1310	na	na	na	4,823.37	DPU-Sanitary
70	NA	47	4701	03	63945	5100	510001	CW001	470104	IS02	IT1311	na	na	na	1,286.23	DPU-Storm
80	NA	50	5001	03	63945	2250	000000	HE005	na	na	na	na	na	na	10,639.43	Health

\$ 108,191.36

# **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

ſ	Total:	\$ -

## **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
ſ	

## 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												

# 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

#### **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												