### 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 Requested	Purchase Requisition (PR)#
ACPO	n/a

Line # of AC	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Category	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Planning Area	Amount	Project Name
10	59	5912	06	66220	7704	na	SV003	Land & Buildings & Structures & Thoroughfares	P440005- 100000	na	na	na	P440005. 100000	42	\$ 44,035.20	UIRF Eastview Sidewalks Design

## 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	Project ID	Section 3	Section 4	Section 5	Amount	Project Name
1													
2													
3													

**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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

# TRANSFER TO:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

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 #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														

Transfer To:

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Sect 3	Sect 4	Sect 5	Optional Field	Amount	Project Name
1														
2														
3														