

# Request for Transfer from the Reserve Fund

(Request must be made and approved before expenditure can be made)

Date of Request:

To the Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws:

Amount Requested:

Transfer to (Account Name):

Account Number:

Current Balance in Said Account:

Requested amount to be used for (give specific purpose):

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature of Department Head \_\_\_\_\_

## Finance Committee Action

Date of Meeting:

Number present and voting:

Transfer voted in the amount of:

Signatures of Committee Members :

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\_\_\_\_\_

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Distribution: Original, Finance Committee, one copy each to Department Head, Selectboard and Accountant.