RESERVE FUND TRANSFER REQUEST

**Section I**  (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1. **Amount requested:**

2. **To be transferred to:**
   - A. **Account Name:**
   - B. **Account #:**

3. **Present balance in budget**

4. **The amount requested will be used for (please attach supporting information):**

5. **The expense is extraordinary or unforeseen for the following reason(s):**

   

   Date ____________________________  Elected Official or Department Head

**Section II**  Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved:  YES  NO

Amount Approved: ____________________________

Date of Meeting: ____________________________  Number Present/Voting ____________

______________________________
Chairman

**Section III**  Action by Finance Committee

Transfer Approved:  YES  NO

Amount Approved: ____________________________

Date of Meeting: ____________________________  Number Present/Voting ____________

______________________________
Chairman

Revised 7/28/2004