



RESERVE FUND TRANSFER FORM

Date Submitted: _____

Request is hereby made of the following transfer from the Reserve Fund in accordance with Chapter 40 of the Massachusetts General Laws. All funds must be transferred to the town's General Fund account expended from. Procurement law and procedures shall be followed. A Procurement Checklist submission may be required by the Town Administrator/Chief Procurement Officer. Request should be made and transfer voted on before any expenditure in excess of appropriation is incurred.

1. Amount Requested: _____

2. General Fund account to be transferred to (to replenish its balance): _____

3. Present Balance in General Fund account to be replenished: _____

4. The amount requested will be used for (specific reason): _____

This expenditure is extraordinary and unforeseen for the following reason:

Department Requesting Transfer

Signature (Department Head)

Reviewed by Town Administrator

Reviewed by Select Board on (date): _____

Finance Committee considered on (date of meeting): _____

Action of Finance Committee: Approved or Disapproved _____

Transfer voted on in the sum of: _____

Finance Committee Chair (signature)