

REQUEST FOR TRANSFER FROM THE RESERVE FUND

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

- 1. Amount requested: \$ _____
- 2. To be transferred to account number _____ - 5 - _____
Account Title _____
- 3. Present balance in said line item appropriation: \$ _____

The amount requested will be used for (give specific purpose):

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

Officer/Department Head Date: _____

ACTION OF OVERSIGHT BOARD

Date of Meeting: _____ Number present & voting: _____
Transfer recommended in the amount of \$ _____ Transfer disapproved: _____

Chairperson _____

ACTION OF FINANCE COMMITTEE

Date of Meeting: _____ Number present & voting: _____
Transfer voted in the amount of \$ _____ Transfer disapproved: _____

Chairperson, Finance Committee