

Request For Transfer From The Reserve Fund

Date _____

Finance Committee
Town of Rehoboth

Committee Members:

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. Department: _____
2. Amount requested: _____ \$
3. To be transferred to: Line: _____
(Give name of appropriation)
4. Present balance in said appropriation: _____ \$
5. The amount requested will be used for (give specific purpose): _____

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

Officer or Department Head

Governing Board Approval (if required)

Reviewed by Accounting

Action of Finance Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved _____

Chairman, Finance Committee

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.