

REQUEST FOR TRANSFER FROM THE RESERVE FUND
To Be Submitted in Triplicate: (Department, Town Accountant, Finance Committee)

Date: _____

Finance Committee
Town of Rockland

Gentlemen:

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:
(name of appropriation and account number) _____
3. Present balance in said appropriation: _____
4. The amount requested will be used for (give specific purpose):

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

Department/Board/Committee

Officer or Department Head

ACTION OF ADVISORY COMMITTEE

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____

Transfer disapproved _____

Chairman, Advisory Committee

REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY
EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED.