

# Request For Transfer From The Reserve Fund

Date:

To Finance Committee, Town of Stow

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 account):
3. Balance in account prior to Reserve Fund transfer: \$
4. The amount requested will be used for (give specific purpose):
5. This expenditure is extraordinary and/or unforeseen for the following reason:

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Signature of person requesting transfer

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

Please complete checklist:

1. Request Form is dated, sections 1-5 are complete, and person requesting has signed ☐
2. Three copies of Reserve Fund Request form sent to Finance Committee ☐
3. One copy of Reserve Fund Request form sent to Town Administrator ☐

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## Action of Finance Committee

Date of Meeting

Number present and voting:

Transfer voted in the sum of: \$

Transfer disapproved ☐

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Signature of Finance Committee Chairman