



## Town of Freetown

# REQUEST FOR TRANSFER FROM THE RESERVE FUND

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To the Finance Committee of the Town of Freetown., this 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. Date of Request: \_\_\_\_\_
2. Amount Requested: \$ \_\_\_\_\_
3. To Be Transferred to Department: \_\_\_\_\_ Account #: \_\_\_\_\_
4. Present balance in this account: \$ \_\_\_\_\_
5. The amount requested is to be used for: \_\_\_\_\_

Attach additional page if needed

6. This expenditure is extraordinary and/or unforeseen because (fully explain why you exceeded your original appropriation): \_\_\_\_\_

Attach additional page for justification if needed

Department Head Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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### **REVIEW BY BOARD OF SELECTMEN/ADMINISTRATOR** (submit form in triplicate to Finance Committee)

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Action Taken: Forwarded to FinCom. ☐

Returned for additional Justification ☐

Reviewer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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### **Action of Finance Committee**

Date of Meeting: \_\_\_\_\_ Number of members Present and Voting: \_\_\_\_\_

Transfer Amount Approved: \$ \_\_\_\_\_ Transfer Denied: ☐ Reason: \_\_\_\_\_

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**Your transfer request must be approved by the Finance Committee before any expenditure in excess of your approved appropriation is incurred.**