



Town of Freetown

REQUEST FOR TRANSFER FROM THE RESERVE FUND

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: _____

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: _____

Action of Finance Committee

Date of Meeting: _____ Number of members Present and Voting: _____

Transfer Amount Approved: \$ _____ Transfer Denied: Reason: _____

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