



ENCUMBRANCE REQUEST

M.G.L. Ch41 Sec 58

Encumbrance #: FY - E

BAE2 PY#: _____

BAE2 CY#: _____

(Accountant Use Only)

Date:

To

Anne Jim, Town Accountant

From

Department

Encumber from Fiscal Year

Amount to Encumber

Encumbrance Ledger #
(ENTER fund & dept #)

5580

999999

Vendor Name

Date of Invoice

Purpose of Expenditure

Reason for Encumbrance

Why were invoices not
submitted in time for
end-of-year processing?

Department Head