Request for Transfer from the Reserve Fund
Date:
Finance Committee Town of Merrimac
Members:
Request is hereby made for the following transfer from the Reserve Fund in accordance with CH 40, §6, of the Massachusetts General Laws:
1. Amount requested: \$
Transfer to: Name of Appropriation:
Account #:
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:  Officer/ Department Head
Action of Finance Committee
Date of Meeting Number Present and Voting
Transfer Voted in the sum of \$ Transfer Disapproved
Chairman, Finance Committee

Request should be made and transfer voted <u>before</u> any expenditure in excess of appropriation is incurred. <u>Transfers are for unforeseen circumstances and expenses must be fully documented.</u>