

REQUEST FOR TRANSFER FROM THE RESERVE FUND

(To be submitted in triplicate)

DATE: _____

Finance Committee
Town of Sterling

Gentlemen:

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: \$ _____
(Give name of appropriation)
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 or Department Head

Action of Finance Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in sum of \$ _____ Transfer Disapproved _____

Chairman, Finance Committee