



# Town of Rowe

## Reserve Fund Transfer Request Form

Request: RFT-FY20\_\_ - \_\_  
For Administrative Use Only

To the Rowe Finance Committee: A request is hereby made for the following transfer from the Reserve Fund in accordance with MGL Chapter 40, §6:

Department: \_\_\_\_\_ Department Head: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Department Head  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose** – What will the money be used for?

\_\_\_\_\_  
\_\_\_\_\_

**Reason** – Why is this an unexpected expense, and why can't funding wait until a future town meeting?

\_\_\_\_\_  
\_\_\_\_\_

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### For Finance Committee Use Only

Finance Committee Meeting Date: \_\_\_\_\_

Number of Members Present: \_\_\_\_\_

Action Taken by Finance Committee:      Approved      Denied

If approved, amount approved: \_\_\_\_\_

If denied, brief explanation why: \_\_\_\_\_

Signatures of Finance Committee Members:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

*Original- Finance Committee*

*Copy- Executive Secretary/Administrative Assistant*

*If approved, file original with Town Accountant and keep copy in Finance Committee files.*