



Reserve Fund Transfer Request (RFT)

Date: _____

It is requested by the undersigned that the sum of \$ _____ be transferred from the Reserve Fund to:

UMAS Acct. # _____

(Fund # - Dept. # - Object - Detail)

Description (e.g. *Selectmen's expenses*) _____

The balance in the line item as of _____ (Date) is \$ _____. An amount of \$ _____ was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

This request is for an extraordinary or unforeseen expense and adheres to the Finance Committee's RFT guidelines located on the Town's website <http://www.boxborough-ma.gov/finance-committee>. This RFT has been approved by the majority of a board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate the name of the board or commission and confirm, by your signature, that the board of selectmen liaison has been notified.

_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

Finance Committee Member & Date

Finance Committee Member & Date
