



Town of
BOXBOROUGH
Massachusetts

Accountant's Office
29 MIDDLE ROAD
BOXBOROUGH, MA 01719
TEL: (978) 264-1716

Inter-Department Line Item Transfers

Date Requested: _____

Department Requesting: _____

Amount: _____

TRANSFER FROM ACCOUNT: _____

TRANSFER TO ACCOUNT: _____

Reason Funds are Available:

Reason Funds are Needed to Transfer:

Department Head

Date

Town Administrator

Date

Town Accountant

Date