

**Town of West Boylston**  
Finance Committee Transfer Request Form

Transfer Type/Authority (Check One):

- ☐ Finance Committee Reserve Fund Transfer - MGL Ch 40, §6  
☐ Departmental Transfer - MGL Ch 145 of 2000 (\$5,000 Limit)  
☐ Year End Budget Adjustment - MGL Ch 44 Section 33B

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

Source and amount of funds:

Account #:	Account Description:	Amount:	Current Balance
010 01-32 06700.000	Finance Committee Reserve Fund	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total:	_____	

Transfer To:

Account #:	Account Description:	Amount:
_____	_____	_____

Intended Use (attach supporting documentation):

Justification of unforeseen/extraordinary status:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

If this department is responsible to the Board of Selectmen, please have the following statement signed:

This request has been reviewed and approved by the Board of Selectmen.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Vote

**Finance Committee**

- ☐ Transfer approved in the amount of: \_\_\_\_\_  
☐ Transfer not approved.

\_\_\_\_\_  
Number present and voting

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Vote