

TOWN OF WEST NEWBURY

Request For Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested: \$

I. To be transferred from

(Give name of appropriation and Account#)

Present balance in above appropriation: \$

To

Present balance in above appropriation: \$

Explanation for requested transfer:

To

Request submitted by (signature
required) :

Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark) : _____

Signature:

Chairperson, Board of Selectmen

Finance Committee:

Date of Meeting : _____

Number Present and Voting: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Signature:

Chairperson, Finance Committee