

Request for Transfer Between/Within Accounts (continued)

Notes:

- All information on the Transfer Between/Within Accounts Request form must be completed before submission to the Advisory Board for consideration.
This includes:
 - Signatures as indicated on the form
 - Account name, number (from and to), balance, and amount requested. Include and explain any differences if your account balance is different than the Town Accountants records. Examples of differences that are likely to occur include:
 - Expenditures that have been authorized but not yet paid, or
 - Goods or services received but not yet invoiced
 - Completed explanations as indicated on the form. Additional sheets and supporting documents are encouraged. It is acceptable to attach the form (with signatures) to your explanations of Purpose, Reason, Alternatives, and Impact you may wish to provide on a document other than the form itself.
- To avoid delays, the Advisory Board recommends that you or a representative be present to provide clarification to questions as they arise. In our experience, there are always questions from the Advisory Board
- Bear in mind, that while you may possess knowledge and information to believe a transfer is warranted, the Advisory Board may not (most likely will not) have that knowledge and information. It is your responsibility to convey that information to the Advisory Board in a manner appropriate to allow the Board to consider the request fairly, accurately and impartially.