

REQUEST FOR TRANSFER OF MONIES FROM THE RESERVE ACCOUNT

1. REQUESTED BY (department) : _____
2. AMOUNT REQUESTED : _____
3. TO BE TRANSFERRED TO (account) : _____
4. PRESENT BALANCE OF ACCOUNT : \$ _____
5. REASON (Should include an explanation of why the expense is extraordinary and/or unforeseen, a condition which is necessary for a transfer from the Reserve Account.) : _____

Dept. Chair

Signature : _____ Date: _____

ACTION OF THE FINANCE COMMITTEE

Approval is (is not) granted for transfer of \$ _____

Signatures : _____ Date: _____

(At least 3
required) _____

REASON FOR DISAPPROVAL OR APPROVAL OF LESS THAN REQUESTED :

