

FORM 11

Budget Allocation Request

This form should be used to move budget allocations from one account to another. Accounts should be in the same fund, department, and appropriation category. *Exception: The School Department may allocate funds as permitted by the vote of Town Meeting as long as authorized by the School Committee.*

Requested by	Date	Email
	<input style="width: 150px; height: 20px;" type="text"/>	

Acct to Transfer From:	Amount
Acct to Transfer To:	Amount
Acct to Transfer From:	Amount
Acct to Transfer To:	Amount
Acct to Transfer From:	Amount
Acct to Transfer To:	Amount
Acct to Transfer From:	Amount
Acct to Transfer To:	Amount
Acct to Transfer From:	Amount
Acct to Transfer To:	Amount

Explanation of Allocation Updates

INSTRUCTIONS: PLEASE CHECK THAT THE TOTAL OF YOUR IN'S AND OUT'S EQUALS ZERO. TOWN MEETING APPROPRIATIONS ARE VITTED BY SALARY AND EXPENSE, SO YOU WILL BE RESTRICTED TO MOVEMENTS TO AND FROM A SIMILAR ACCOUNT TYPE. YOU WILL RECEIVE THIS FORM BACK WITH A COPY OF THE JOURNAL ENTRY AS CONFIRMATION THAT YOUR ENRY HAS BEEN POSTED AND VERIFIED. IF YOU HAVE NOT RECEIVED A COPY BACK, PLEASE DO NOT SUBMIT A DUPLICATE REQUEST, AND EMAIL FINANCE@UXBRIDGE-MA.GOV TO REQUEST A STATUS UPDATE.

Authorized By:	Date	<input style="width: 150px; height: 20px;" type="text"/>
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Accounting Approval	Approved	Denied	Journal
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