



Encumbrance #: FY - E  
BAE2 PY#: \_\_\_\_\_  
BAE2 CY#: \_\_\_\_\_  
*(Accountant Use Only)*

## ENCUMBRANCE REQUEST

M.G.L. Ch41 Sec 58

Date:

To

Anne Jim, Town Accountant

From

Department

Encumber from Fiscal Year

Amount to Encumber

Account Ledger #

Vendor Name

Date of Invoice

Purpose of Expenditure

Reason for Encumbrance

Why were invoices not  
submitted in time for  
end-of-year processing?

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