

NORTHWOOD TRUSTEE OF TRUST FUNDS

REIMBURSEMENT PROCESS

1. **Signed & Dated detailed cover letter** to the Trustee of Trust Funds requesting reimbursement in the amount of \$00.00 from a specific (Full Name of Fund) Trust Fund or Capital Reserve Account. **One original signed letter and one copy please.**
2. **TWO Copies of the "Dated Original Detailed Invoice" with all backup detailed sub-invoices/receipts attached made out to the "Town of Northwood"** at 818 First NH Turnpike, Northwood, and listing the location of where the work was completed (Chesley Library, etc.).
3. **TWO Copies of "Dated Proof of Payment"** as the bill must be paid in full by the Town of Northwood, Library, School, or other District before seeking reimbursement from the Trustee of Trust Funds from any Trust Fund or Capital Reserve Account. Copy of the payment check showing paid by the Town of Northwood, School, or District must be included.
4. **TWO Copies of the Dated Minutes approving the Expenditure and the Trust Fund or Capital Reserve Fund that the reimbursement is being reimbursed from.**
5. **Address to mail the approved reimbursement check to.**
6. **ALL OF THE ABOVE MATERIALS MUST BE SUBMITTED TO THE TRUSTEE OF TRUST FUNDS AS A COMPLETE PACKET.**
7. **Mailing address:** Northwood Trustee of Trust Funds, PO Box 84, Northwood, NH 03261

10/20/2023