

Town of Farmington
Trustees of the Trust Funds
356 Main Street
Farmington, NH 03835
Phone: (603) 755-2208 • Fax: (603) 755-9934

Trustee Use Only

Received Date: _____
Authorized Date: _____
Payment Date: _____
Check No: _____
Amount: _____
From Principle: _____ Income: _____

Notes: _____

Voucher

APPLICATION FOR PAYMENT FROM TRUST FUND

(All requests for payment must be submitted using this form)

All application must be submitted five (5) business days prior to the meeting

Trustees meet on the 3rd Thursday of each Month. Please allow sufficient time for action to be taken on all requests.

Requested By: _____
(Board of Selectmen, School Board, Scholarship Committee, Name of Authorized Agent to Expend, etc.)

Date of Request: _____ Date Payment Required: _____

Printed Name of Person Submitting Request: _____

Check Made Payable To: _____

Delivery Address (if mailing requested): _____
If check is to be picked up, indicate "Pickup" _____

Signature of Person Submitting Request: _____

Address: _____

Telephone Number: _____

Email Address (not required): _____

Request Submitted Pursuant to:

_____ Action as Agent to Expend

_____ Warrant Article Approved at Town/School District Annual or Special Meeting

_____ This request is for a portion of the amount authorized by the article.

_____ This request is for the total amount authorized by the article, or represents the final payment in a series.

_____ Scholarship Committee Award

Name of Fund from which Payment is Requested: _____

Amount of Distribution Requested: _____ Close Fund?: ____Y ____N

Date and Warrant Article Number which Authorized this Request: _____
(Enter the year and number of the Warrant Article above. Also attach a copy of the Warrant Article.)

-or-

Date and Minutes of Meeting Authorizing this Request: _____
(Enter the date of the meeting and attach a copy of the minutes documenting the authorization. This includes Scholarship Awards)

Please attach any additional paperwork or information which may be necessary to support this request.
Incomplete Vouchers or Vouchers submitted without sufficient documentation will be returned without action.