GRANT-IN-AID BILLING FORM

AGREEMENT TERMINATION DATES		
Grooming May 1	Construction January 1	Equipment Purchases January 1

All billing must have supporting documents attached to this form. Winter grants must include grooming log sheets. Billing for plowing of approved parking lots must be accompanied by appropriate invoices. Construction and Equipment grant billing must have paid invoices attached to this form.

CLUB INFORMATION

CLUB NAME

CLUB ADDRESS

TOWN/CITY

ZIP CODE TELEPHONE

EMAIL:

Grant-In-Aid Agreement Number

FOR BUREAU OF TRAILS USE ONLY

VENDOR CODE

ENCUMBRANCE

DATE

GRANT VALUE

PLEASE PAY

CHARGE TO:

010- 035- 3414 - - 0415

AUTHORIZED SIGNATURE

BILLING FOR "WINTER GROOMING" MUST BE RECEIVED AT THE BUREAU OF TRAILS OFFICE BY THE "10TH" OF THE MONTH FOR THE PREVIOUS MONTH'S ACTIVITIES

ALL BILLING FOR REIMBURSEMENT MUST BE SUBMITTED "BEFORE" THE SPECIFIED AGREEMENT TERMINATION DATE

Submit "original" billing to the Bureau of Trails Office
Be sure to retain copies for your club's files

DATE	DESCRIPTION OF WORK - MATERIALS USED - EQUIPMENT	RATE PER HOUR		HOURS	CHARGE TO GIA	
	IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW					
				TOTAL HOURS		
				CLUB TOTAL $		
				GRANT-IN-AID AT (FOR BUREAU USE ONLY)	%	

PRINT NAME:

SIGN: DATE:

TRAIL ADMINISTRATOR - SIGNED UNDER PENALY OF PERJURY

State of New Hampshire ~ Department of Resources and Economic Development ~ Division of Parks and Recreation
Bureau of Trails PO Box 1856 Concord NH 03302-1856 (603) 271-3254 FAX (603) 271-3553