



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

December 2, 2022

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.

All purchases must match the quantities and equipment approved in the original grant request and approved quote.

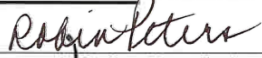
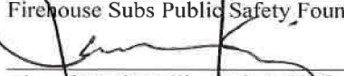
Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Stephenville, on behalf of Stephenville Fire Department, Stephenville, TX** for **\$29,045.96** to be used toward the direct purchase of **Holmatro Cutter, Spreader, Ram, Ram Extension & Accessories.**

City of Stephenville, on behalf of Stephenville Fire Department Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
 - a. **Purchase** the equipment on Approved Quote Q000004824 from Holmatro by presenting it to Siddons-Martin.
 - b. **NOTE: DO NOT PREPAY** for the equipment order at the time of purchase
2. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
3. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - a. All signed and dated packing slips
 - b. Copies of paid invoices, verifying your organization’s name as the customer and matching the vendor quote(s)
 - c. A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
4. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - a. Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - b. Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
5. If purchases exceed funding, **City of Stephenville, on behalf of Stephenville Fire Department** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is March 1, 2023.

 _____ Firehouse Subs Public Safety Foundation	12/15/2022 _____ Date
 _____ City of Stephenville, on behalf of Stephenville Fire Department Representative (Signature)	12-14-22 _____ Date
Jason King _____ City of Stephenville, on behalf of Stephenville Fire Department Representative Name (Print)	12-14-22 _____ Date