



Firehouse Subs Public Safety Foundation, Inc.

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

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

October 11, 2018

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award a check to **Guilford County Sheriff's Office** for **\$19,530.00** to be used toward the direct purchase of **15 Cardiac Science Automated External Defibrillators**.
- **All purchases must match the quantities and equipment approved in the original grant request. Failure to do so will put the grant in jeopardy.**

Guilford County Sheriff's Office Responsibilities

1. A check 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. If there is a change in either information, you must submit a W-9
2. If the mailing address where the check needs to be sent differs from the address on the submitted grant application, please email the Foundation with the correct mailing address
3. Confirm check has been received by emailing Firehouse Subs Public Safety Foundation at procurementfoundation@firehousesubs.com
4. Purchase the approved equipment
5. Verify purchase by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s) OR
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
6. Provide Firehouse Subs Public Safety Foundation with all SIGNED packing slips confirming receipt of equipment
7. 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
 - Please email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Excess funds will need to be returned to Firehouse Subs Public Safety Foundation within 90 days of purchase
8. If purchases exceed funding, **Guilford County Sheriff's Office** is responsible for the additional amount

VERY IMPORTANT: Deadline for submitted documentation is March 1, 2019.