

July 1, 2020

Jessica Creech
Gallup Fire Department
1800 S. 2nd Street
Gallup, NM 87301

RE: Trauma Fund Award

Dear Ms. Creech:

The TSFA received and reviewed your FY21 Trauma System Development application. It is my pleasure to inform you that Gallup Fire Department's Trauma System Development application has been approved for funding, in the amount of **\$16,600.00 to:**

TASK	DELIVERABLE	AMOUNT	DUE DATE
1	Purchase one (1) Power Gurney with accessories and provide receipt of purchase	\$16,600.00	Within 30 days of purchase and no later than May 1, 2021
	TOTAL	\$16,600.00	

NOTE: All reports must be submitted by due date. No late reports will be accepted. All reports not accepted and approved will not be paid. You may request an extension for up to 30 days with TSM approval 15 days prior to due date. Any reports not in the format specified WILL NOT be accepted. All invoices must be on letterhead, accompanied by supporting documentation and submitted on or by date due. Any invoices received without supporting documentation WILL NOT be processed for payment

In order to receive your funds, please provide proof of purchase, proof of completion or attendance per your application and award. All deliverables must be completed no later than May 1, 2021 but may be invoiced at any time during the fiscal year, after date of execution. **If equipment is purchased, an invoice must be submitted within 30 days of purchase.**

All invoices must be submitted on letterhead with the current address on file at the DOH. The following information must be on the invoice:

- Be on facility/institution letterhead with remit address
- Date of invoice
- Date(s) of service
- **An invoice number beginning with current fiscal year (ex. TSD2021-01)**
- PO number
- The TASK number and a brief description of TASK completed

- The total amount invoiced for the TASK
- The total amount of invoice

If any of this information is not present, the invoice will be rejected, and a new invoice will need to be submitted with the appropriate information, and a delay in payment may occur.

Thank you for all you do as we continue to build and strengthen our Statewide Trauma System.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Guinn", is written over a faint, light blue watermark of the same signature.

Michael Guinn, RN
State Trauma Coordinator
ERD/EMS/Trauma Program
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Santa Fe, NM 87507
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