



MICHELLE LUJAN GRISHAM
Governor

DAVID R. SCRASE, M.D.
Acting Cabinet Secretary

July 1, 2022

Jessica Creech
Gallup Fire Department
1800 South 2nd St
Gallup, NM 87301

RE: Trauma Fund Award

Dear Ms. Creech:

The TSFA received and reviewed your FY23 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 **\$8,002.00 to:**

TASK	DELIVERABLE	AMOUNT	DUE DATE
1	1) Purchase one (1) Stair Chair with powertrax and accessories and provide receipt of purchase	\$8,002.00	Within 30 days of purchase and no later than May 1, 2023
	TOTAL	\$8,002.00	

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, 2023 but may be invoiced at any time during 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. TSD2023-01)**
- 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,



Michael Guinn, RN
Trauma Coordinator
NM Dept of Health
Emergency Medical Systems Bureau/Trauma Program
1301 Siler Road Bldg F
Santa Fe, NM 87507
505-476-8223
505-471-2122 (fax)
michaelL.guinn@state.nm.us