

MEMORANDUM OF UNDERSTANDING

FOR DISTRIBUTION OF THE NAVARRO COMMUNITY FOUNDATION'S
GRANT
TO THE NAVARRO COUNTY BASED VOLUNTEER FIRE DEPARTMENTS
THROUGH THE NAVARRO COUNTY VOLUNTEER FIREFIGHTER'S
ASSOCIATION

This memorandum of understanding is entered into effective as of the _____ day of _____ 2007, by and between the Navarro County Volunteer Firefighter's Association (hereinafter "Association"), by and through the Procurement Officer of the Association, and the _____ (hereinafter "Department") being a member in good standing of the Association.

Whereas the Navarro Community Foundation has awarded the Association a grant in the amount of \$24,000.00 to be evenly disbursed to the Association's twenty-four Navarro County based member departments; and

Whereas the Navarro Community Foundation requested that said funds be distributed by and through the Navarro County Volunteer Firefighter's Association.

Now, therefore, in consideration of the recitals set forth above, the parties agree as follows:

**I.
TERM**

- 1.1 The term of this agreement is for the period beginning as of the date signed through August 31, 2007.
- 1.2 Any monies that said Department does not spend by the end of the term is deemed the property of the Navarro County Volunteer Fire Fighter's Association and can be used as needed.

**II.
ADMINISTRATION OF FUNDS**

- 2.1 Each individual Association member department shall be in good standing with the Association and be based in Navarro County to qualify. The Department shall request a purchase authorization from the Association Procurement Officer. Each department shall designate one authorized person to request said funds. By default, if no person is designated, the Chief of the department will be deemed the authorized person.

2.2 Said funds shall be authorized for durable goods including but not limited to radios, personal protective equipment, tires, pumps, mechanical repairs, fire fighting equipment and other equipment. It is understood that expendable items including but not limited to fuel or one-time use medical supplies shall not be authorized.

2.3 Funds shall be paid by the Association directly to the Vendor in accordance with approved purchasing procedures.

2.4 In the event an item or items to be purchased exceeds the Department's balance of the said funds, the Department shall prepay the difference to the Association before the purchase authorization is given.

Navarro County Volunteer Firefighters Association

By: _____
Procurement Officer

Dated: _____

Department Name

By: _____

Dated: _____