

Basic Contingent Capital Equipment Request and Authorization Process

Contingent Capital Equipment is identified, giving consideration to regional standardization. This replaces equipment that has broken down and is either non-repairable or the cost of repair is excessive based on the replacement cost. It can also be to replace equipment that poses a health and safety risk to either patients or staff. *

Director of Health Services/Regional Director

If pricing is required, fill out Request for Information Form ORG.1710.PL.001.FORM.04

Director of Health Services/Regional Director

Complete an Equipment Authorization Form ORG.1313.PL.001.FORM.01 and send to your Senior Leader for signature along with a current quote.

Director of Health Services/Regional Director

Senior Leader signs and forwards Equipment Authorization Form ORG.1313.PL.001.FORM.01 and quote to VP Finance & Planning for final approval.

Senior Leader

VP Finance & Planning provides signature approval. Form and quotes are sent to Capital Accounting Officer for authorization number, GL allocation, electronic filing and notifying the Designated Regional Material Manager for processing.

VP Finance & Planning

* Prior to pursuing the process to acquire new or replacement equipment the respective Regional Program Director is consulted with respect to:

- Equipment needs given scope of services provided
- Environmental factors and compatibility with other equipment
- Other information pertinent to the proposed equipment purchase
- Equipment standardization and
- Existing contract requirements