

Basic Planned Capital Equipment Request and Authorization Process

Identification of the need for a new piece of equipment giving consideration to regional standardization. *

Director of Health Services/Regional Director

Complete the Basic Equipment Needs Listing ORG.1313.PL.001.FORM.02, including prioritization of identified needs for your facility/program and submit to Senior Leader

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

Compile from your sites/programs the Basic Equipment Needs Listing ORG.1313.PL.001.FORM.02 and prioritize all equipment requests for your area of responsibility.

Senior Leader

Senior Leadership Team prioritizes a Regional Approved Capital Equipment list and communicates the approved capital items to Director of Health Services/Regional Director.

Senior Leader

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