

THE HEALTHCARE OTAGO CHARITABLE TRUST

Application for Capital Expenditure Funds
(For Items Exceeding \$5,000.00)

Southern District Health Board Applicants ONLY

1. **Item Requested:** _____

Applicant's Name: _____

Department / Ward: _____

General Manager Signature: _____

General Manager Name: _____

Date: _____

2. **Executive Director Patient Services (EDPS) Endorsement**

EDPS Signature: _____

EDPS Name: _____

Date: _____

Cost Centre Number: _____ Cost Centre Name: _____

Capital Expenditure Details

1. Asset Name and Description:

2. Reason Item Required (particularly benefit to patients):

3. Alternatives Considered (if any):

4. Consequences

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5. Total Cost including GST and installation costs (if any): \$

5.1 Other Sources of Funding Considered / Approved:

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6. Which one of the following Capex Prioritisation Criteria applies to this application:

1	Risk to patient and/or staff safety with potential to cause serious harm		
2	Compliance and/or statutory requirement		
3	Strategic initiative		
4	Disruption to service – unable to find alternative		
5	Disruption to service – able to find alternative		
6	Enhanced quality		

7. Has this been considered by the Capital Approval Group? YES / NO

7.1 Reason for Being Declined:

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8. Internal Endorsements (if required):

		Initials
Product Evaluation	<i>(for all clinical equipment)</i>	
Biomedical	<i>(for all clinical equipment)</i>	
Information Systems	<i>(Computer & IT equipment and any type of software)</i>	
Facilities Management	<i>(Building works & repairs and any new construction)</i>	
Infection Control	<i>(Clinical equipment items requiring sterilisation, single-use items being re-used, food services equipment – ovens, etc.)</i>	
Occupational Health	<i>(only if OSH issues)</i>	

**Forward completed applications and supporting documentation to:
The Secretary, Healthcare Otago Charitable Trust, P O Box 5848, DUNEDIN;
e-mail: secretary@hcocharitabletrust.co.nz**

FOR OFFICE USE ONLY

Confirmed:

Date:

Amount Approved: \$

Account no:

Region applied to:

Dunedin	Alexandra	Balclutha	Cromwell	Kurow	Lawrence	Milton
Oamaru	Palmerston	Ranfurly	Roxburgh	Tapanui	Wanaka	Other
