

LEAGUE OF FRIENDS AT NORTHWICK PARK

APPLICATION FORM for FUNDING



Department

Name

Title

E-mail address

Work Mobile number Date (dd/mm/yyyy)

**PLEASE NOTE THIS APPLICATION IS FOR MEDICAL EQUIPMENT
OR SERVICES USED AT NORTHWICK PARK HOSPITAL ONLY.**

1.	What item(s) are you seeking funding for?	
2.	Cost of the item(s). Please attach a formal quotation (including delivery and installation charges if any) from the supplier with this application, or you bid will not be considered.	
3.	Do you have access to any other source of funding for this project?	
4.	How will this equipment benefit the Patient, Ward, or Department?	

5.	Please get approval/sign off from the clinical lead of your department for the item(s) requested?	Name of Clinical Lead Signature Please sign above
7	Delivery location at NPH (Department and room number).	

What to do once you have completed the Funding application form?

1. Save your completed application form locally and then email it as an attachment together with the Supplier Quotation to [League of Friends Secretary](#). If the Supplier Quotation is not submitted along with the application; **the application will be rejected.**
2. The League of Friends will discuss your application at the next Committee meeting. The outcome of your Funding application will be emailed to you.
3. For large items of medical equipment, which require ongoing maintenance, licences or software upgrades you will be required to complete a form by the **Medical Devices Group** to approve before we can order the equipment for you. This is to ensure there is a budget available to maintain the life cycle of the items being ordered by your department. This form is available on the Intranet called "Medical Devices form".

Ordering the goods/items

1. Please note the items funded by the League of Friends should not be purchased via your department. The League of Friends will order the goods via e-proc. All League of Friends orders will be processed by Radhika Mody the ([League of Friends Secretary](#)).
2. Your Supplier Quotation will be used to place the order therefore it is important that the Quote submitted is accurate and complete.

What to do once the goods have been received?

1. When the equipment has been delivered to your department and checked, please send an email to Radhika Mody at [League of Friends Secretary](#) confirming receipt so that the invoice can be processed for payment.

PLEASE NOTE: The League of Friends will not be responsible for any ongoing Maintenance costs, Software Upgrades, Licences, building works, IT or electrical works such as sockets or wall mounting of equipment, etc.