



TOOWOOMBA HOSPITAL FOUNDATION
EQUIPMENT, FACILITIES ENHANCEMENT & SUPPLIES

APPLICATION FORM

The Toowoomba Hospital Foundation provides funding for the provision of equipment, staff education, training and professional development, health and medical research and scholarships.

When completing this Application please refer to the Guidelines for *Provision of Equipment, Facilities Enhancement & Supplies*.

Applicant Contact Details

Name:	
Position or Grade/Level:	
Workplace:	
Address:	
Phone:	
Fax:	
Email:	

Application Details

Area of health service that will benefit from this funding:
Description (please attach additional page if required):
Cost of Equipment: \$

Benefits: (attach supporting documentation; eg quotations)	
Identify any related additional recurrent or maintenance costs:	
Indicate if you have received or applied for any other funding to assist with this purchase. If Yes, please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attach documentation as per DDHHS asset processes on QHEPS Link http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm Please attach appropriate forms, once they have been completed and signed off.	

Applicant Declaration

I have read and understood the Guidelines for *Equipment, Facilities Enhancement & Supplies* and agree to abide by those conditions.

Name: Signature: Date:

Approval

Prior to submission to the Toowoomba Hospital Foundation, this Application Form and supporting documentation must be forwarded to the Relevant Member of Darling Downs Health Executive or relevant Hospital Service Manager and Finance Director for consideration.

<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>

(Refer Lodgement Deadline & Required Endorsements in Guidelines)

Relevant Member of Darling Downs Health Executive or relevant Hospital Service Manager.	<input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed	Signed:	Date:
Finance Director	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Signed:	Date:
HSCE	<input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed	Signed:	Date:

FOR ITEMS LESS THAN \$1,000 – Please submit to:	FOR ITEMS GREATER THAN \$1,000 – Please submit to:
Toowoomba Hospital Foundation PO Box 7646 TOOWOOMBA QLD 4350 Tel: (07) 4616 6166 Email: admin@toowoombahospitalfoundation.org.au Website: www.toowoombahospitalfoundation.org.au	DDFINANCEUNITSUPPORT@health.qld.gov.au

Office Use Only: Toowoomba Hospital Foundation Office Staff

Date received:	Signature:
----------------	------------