How to Acquire Capital Equipment

- Budget the appropriate dollar amount during the capital budgeting preparation process. Assistance can be received from Materials Management in acquiring an appropriate dollar amount. A link to a list of commonly purchased equipment and costs is provided on Budgetnet.
- Typically capital is not purchased during the first quarter of the budget year unless it is an item that will impact patient care.
- Request a quote from the vendor.
  - Do not conduct negotiations prior to submission to Materials Management.
  - Do not disclose budgets or competitor information to a vendor.
  - In no way indicate to the vendor that a purchase is imminent.
  - Do not encourage a vendor by speaking highly of his/her product, and do not degrade a competitor to a vendor.
- Prepare a written justification of the need of the desired equipment.
- Complete an Equipment Pre-Purchase Checklist.
- Complete a purchase requisition.
- The appropriate Director must sign the requisition.
- Forward the packet to Plant Operations for medical equipment or if construction is required for installation. Forward the packet to Information Systems if the equipment is computer related.
- The packet will be forwarded to Materials Management for processing. Materials Management will request a benchmarking report form MDB and/or ECRI.
- Materials Management will ensure that favorable pricing and terms are achieved. Competitive bids may be acquired. Materials Management might require assistance from the requesting department to complete this task.
- Materials Management will forward the packet to Executive Management for approval or disapproval.
- Executive Management will return the packet to Materials Management. If the request was disapproved, Materials Management will return the packet to the requesting department. If the request was approved, Materials Management will initiate the purchasing process.