

FINANCE PROCEDURE – Small Equipment Grants: Process for payment for equipment

Instructions for delivery of funding relating to TPCH Foundation Small Equipment grants:

1. The grant recipient is notified of their successful grant application.
2. The signed Acceptance Document provided with the Terms and Conditions for the grant is returned to TPCH Foundation office.
3. The grant recipient needs to organise with the supplier of the equipment for a tax invoice to be generated and sent to TPCH Foundation for the value of the grant + GST.
4. The tax invoice addressed to TPCH Foundation needs to have the following information:
 - Addressed to “The Prince Charles Hospital Foundation”.
TPCH Foundation’s ABN is 34 853 168 302
 - Details of the equipment being purchased.
 - The amount of the tax invoice excluding GST is to match the approved grant value.
5. If the tax invoice that is received by TPCH Foundation meets all the requirements, payment will be made as soon as possible to the supplier.
It is common practice for a supplier to only release goods once full payment is received.