

## **Waikato Health Trust Application Process**

- Complete the Trust Fund Application and send to the Trust Administrator along with copies of quotes, invoices and any correspondence that will back up your request for funding.
- No Commitments should be made on behalf of the organisation until your application has been approved.
- Please ensure the Trust Application is completed correctly to save delays. This includes correct fund signatories, application meets the purpose of the fund, funding is available and sufficient supporting documentation is supplied in relation to the amount and purpose. If application is incomplete it will be returned.
- The Waikato Health Trust does not spend funds or make purchases for you. All payments are made through Waikato District Health Board (DHB), and Waikato DHB is reimbursed by the Waikato Health Trust.
- Course and conference leave and bookings must be approved through the standard Waikato DHB processes and adhere to the Staff Travel & Accommodation Policy. This includes all staff (other than SMOs) must book their travel and accommodation through the Waikato DHB Staff Travel Office. If this process is not followed, expense reimbursement and the Trust fund Application will be declined.
- If a commitment has not been made to purchase goods or activity within 3 months of approval of the Trust Fund Application, the application will lapse and will have to be resubmitted.
- If the application is for the purchase of a capital item (i.e. equipment over the unit value of \$2,000) then this will require a signed CAPEX form (your Finance Advisory Accountant can help with this).
- If the request is related to Information Services (IS), then a Customer Portal request must be logged with IS.
- Once all the criteria has been met the Trust application will be approved by the Trust Administrator and confirmation emailed to the applicant. Once you receive approval back from Trust Administrator you can then:
  - Raise a purchase order or complete ADHOC payment voucher in the Waikato DHB system to order your goods or make your purchase. Advise the Trust Administrator of the purchase order number, excluding CAPEX purchases.
  - When the goods have been received and paid for through the Waikato DHB payment process, the Trust Administrator will then arrange for the funds to be transferred from the Waikato Health Trust to the Waikato DHB to reimburse the applicant's or service's responsibility centre (RC).
- All Trust recipients will be required to provide a written report (1 page) on how funds were spent and how this has benefited Waikato DHB or health sector. Reports may be published on [www.waikatodhb.health.nz/wht](http://www.waikatodhb.health.nz/wht).
- Waikato Health Trust is independent of Waikato DHB, however the Trustees are appointed by Waikato DHB.
- **Available on the Intranet**
  - Trust Application Form
  - A list of all Funds which includes:
    - Current balances
    - Purpose/criteria for each fund
    - Signatories for each fund
- **Contact Trust Administrator via email for**
  - Setting up a new Trust fund

**Trust Applications together with all backup documentation are to be emailed to Trust Administrator**

**Email: [HealthTrust@waikatodhb.health.nz](mailto:HealthTrust@waikatodhb.health.nz)**