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New / Replacement Product Request for Theatres

Name	
Position	
Department	
Contact number	

Please state if the product is new to the Trust or is to replace a product that is already in use.

New Product	
Product Code / Description	
Supplier	Estimated Cost / Agreed with
Estimated Annual Usage	
Reason for use	

Replacement Product (*see note below)	
Old product code / Description	
New Product Code / Description	
Supplier	Estimated Cost / Agreed with
Estimated Annual Usage	
Reason for use	

* If the replacement product is approved, the current product will no longer be ordered.

For Approvers Use Only

Approval	Signature	Date
Procurement		
Divisional Finance Manager		
Clinical Director		

Procedure notes for New / Replacement product request

1. Completed request to be sent to Procurement Dept in order to obtain the following information;
 - Cost of the new product (with evidence from supplier)
 - Cost of current product being replaced (where applicable)
 - Evidence that the new product is covered by a current supplier contract
 - Stock levels and usage will be considered
2. Divisional Finance Manager to approve.
3. Clinical Director for Final approval – No approval, No Goods!
4. Once the product has been approved the following procedure will be followed;
 - Value of remaining old stock to be considered for either return or usage before new/replacement product introduced
 - Implementation time frame will be advised to relevant staff
5. Product introduced