



RX Games Allocation Guidelines December 2016 - Applications

PURPOSE:

To provide employees with the opportunity to request RX Games funding for needed items, projects, services and/or educational opportunities. This might include, but is not limited to, specialized equipment, certification classes/courses, attending an educational workshop, conference registration, and other non-college credit classes.

ELIGIBILITY: Please read the following requirements before applying!

- Any individual/department throughout Lee Health may apply.
- **Only** requests for future funding are eligible for consideration. Please limit requests to events/conferences scheduled within the next 6-8 months.
- The following items will **NOT BE CONSIDERED**: requests in excess of \$3,500, requests for already approved capital items, requests for laptop computers, copiers, and printers, and requests for funding of general operating expenses.
- You must include all miscellaneous/shipping/handling charges! If your application does not include these charges, the additional costs will not be funded, and you will have to pay them out of your budget or out of pocket. All costs associated with the request must be included in the application.
- The application **MUST** be signed by the department director.
- It is the applicant's responsibility to verify with IS and/or LeeSar that any equipment, technology, or furniture meets all Lee Health standards, policies, and requirements.
- Applications must be received by the Lee Health Foundation **NO LATER** than **4:00 p.m. on Friday, January 6, 2016** in order to be considered in this application period.

PROCESS:

The Allocation Committee is composed of campus team members who represent a cross-section of employees, and the VP Patient Care Services and/or CAO.

- The Allocation Committee will review all applications, and will select those requests for funding they believe are most noteworthy and beneficial to Lee Health employees and the patients they serve.
- The Allocation Committee will attach significance to those applications that benefit a significant number of people (e.g. staff, patients, volunteers).
- Requests will be approved based upon funding available in the associated RX Games funding account (amounts allocated will vary).
- All applicants will be notified by Lee Health Foundation within 2 weeks after each allocation committee meets.
- Approved applicants are responsible for completing all necessary arrangements to secure their funding within 90 days of receiving their notification. All travel reimbursements must be in accordance with Lee Health policies and procedures.
IMPORTANT NOTICE: applicants *must* contact Shelley Hughes with Lee Health Foundation to discuss funding disbursement if they cannot secure their request for equipment/services/registration within the 90-day period.
- If approved for funding, the applicant is responsible for fully completing and submitting a CERF (capital expenditure request form) to the foundation office if a single item is over \$500. For information on where to find these, call Forms Management at 343-3120.





RX Games December 2016 Application

Wait! Is your application complete? Did you...

- Complete every section?
- Total ALL costs and write the total requested? (Foundation will not total for you)
- Attach a quote?

APPLICANT NAME: _____

DEPARTMENT: _____ CAMPUS: _____

PHONE NUMBER: _____ EMAIL: _____

- I am willing to volunteer for the 2017 RX Games Campaign I donated to the 2016 RX Games Campaign

ITEM / PROJECT / SERVICE / EDUCATION REQUESTED:

Is this currently in your budget or can you get funding elsewhere? YES NO

Has this item been previously submitted as a capital request? YES NO

ACTUAL COST [Include the complete TOTAL (with shipping, if applicable), and attach supporting quote(s), cost estimate(s), etc.]:

REASON FOR REQUEST [No more than 300 words. Attach additional page(s), if needed]:

BENEFIT TO DEPARTMENT (No more than 50 words):

I am requesting equipment / technology / furniture, and have confirmed with IS/LeeSar that it meets all Lee Health standards and requirements. All CERF requirements must be met if approved for funding (see attached allocation guidelines).

DEPARTMENT DIRECTOR SIGNATURE: _____ DATE: _____

DEPARTMENT DIRECTOR NAME: _____

*All applications MUST be received by **Kristen Cassera** at Lee Health Foundation no later than 4:00 p.m. on Wednesday, January 6, 2017.*

You may send the completed application by **fax** (343-6991),
mail (16451 HealthPark Commons Dr., Ste 200, Fort Myers, FL 33908),
interoffice (Lee Health Foundation, Synovus Bank) or
email (Kristen.Cassera@leehealth.org).

*The applicant is responsible for confirming the receipt of the application.
Please call **Kristen Cassera** at 343-6950 if you have any questions.*

