

PURCHASE AUTHORISATION FORM (OVER \$2500)

Client Name:			
Region:	<input type="checkbox"/> Brisbane South <input type="checkbox"/> Logan River Valley <input type="checkbox"/> Ipswich/West Moreton	<input type="checkbox"/> Brisbane North <input type="checkbox"/> Toowoomba/Darling Downs <input type="checkbox"/> South Coast (Gold Coast)	
Item Description:			
Company & Cost:			
Recommended By: <i>(Name & Designation)</i>			
Consumer Goal:			
FINANCIAL IMPLICATIONS			
Rental vs Purchase Reviewed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Best Price Achieved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments: <i>(e.g., if best price is not achieved, consumer preference etc)</i>			
Contingency:	\$		
	Company	Cost	Invoice
Quote 1			
Quote 2			
Quote 3			
Rental Quote 1			
Rental Quote 2			
Has the consumer approved the purchase	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
APPROVAL			
Note: If item is over \$2500 requires State Manager approval			
Home Care Manager Name:		Date Approved:	
Signature:			
State Manager Name:		Date Approved:	
Signature:			
Form uploaded to Client's profile in iCare – Home Care Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

CONSUMER PURCHASE AUTHORISATION

- Consumer is aware total amount will be on-charged to package upon consumers approval of this form.
- Alzheimer's Queensland are required to pay contractor/s instalments as required.
- Final payment will be made to contractor/s upon completion of work.

Consumer/Consumer Representative to sign acknowledging they have read and understand the above content.

Consumer Name:

Consumer Signature:

Date:

Consumer Representative Name:

Consumer Representative Signature:

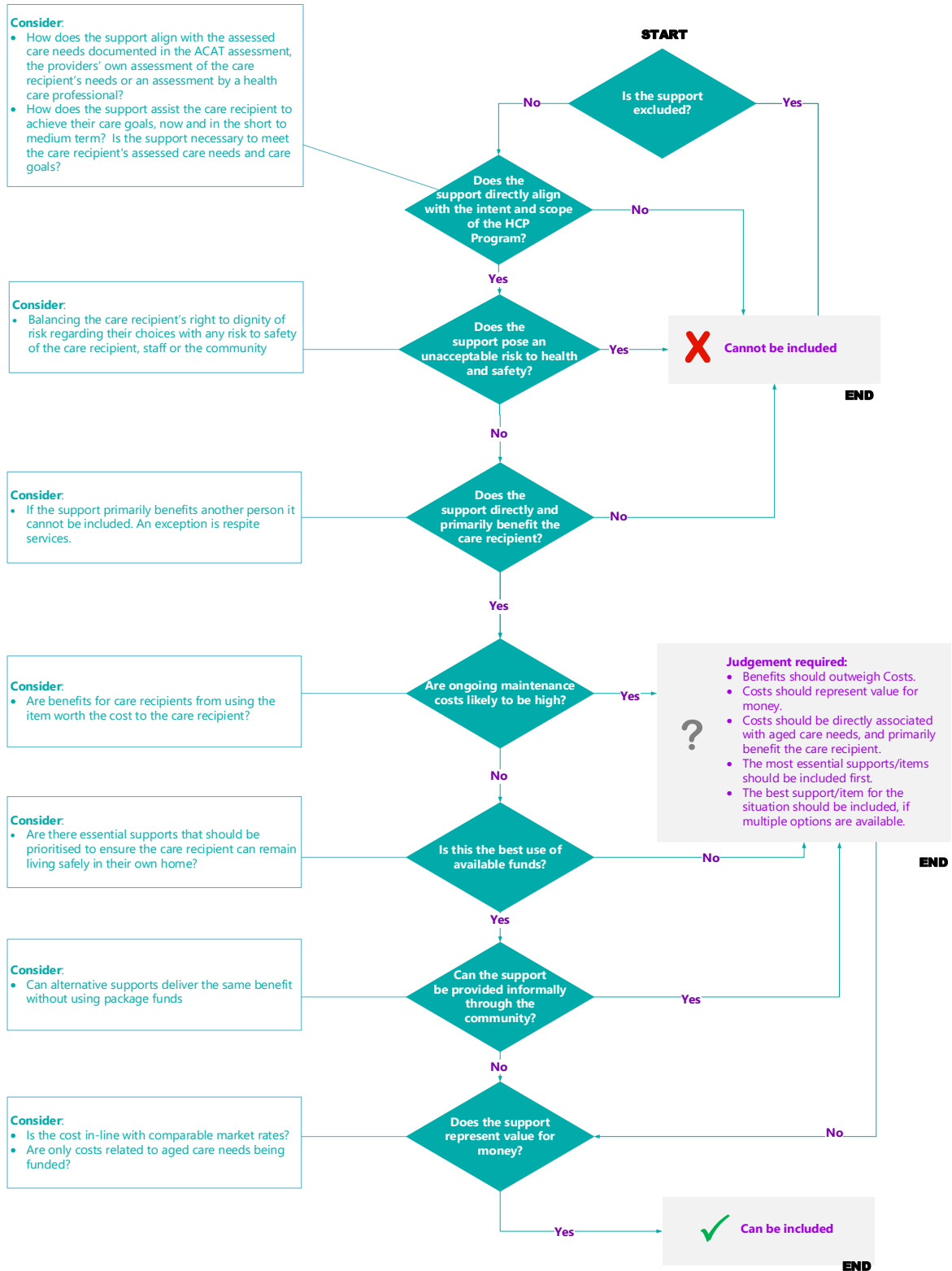
Date:

AQ Representative Name/Designation:

AQ Representative Signature:

Date:

Inclusions/Exclusions Framework – Decision Tool



Acknowledgement staff member has reviewed and approved as per above framework.

Staff Members Name:

Staff Members Signature:

Source: Home Care Packages Program, Operation Manual Version 1.3 – January 2023 © 2021 Commonwealth of Australia