Christmas Day Patient Presents and Ward decorations

December 2022

University Hospitals Dorset NHS Charity has allocated funds for:

* purchase of Christmas presents for patients on Christmas day - funds will be provided based on £10.00 per in-patient.
* £20 per ward/patient facing clinical area to enable purchase of Christmas Decorations

**Spending funds:**

Funds are for the sole purpose of purchasing Christmas presents for patients on your ward on Christmas day and Christmas decorations (please note IPC and Fire safety rules). The fund cannot be used to purchase food, alcohol, vouchers or given as cash.

**How to apply:**

* Please complete the form below
* Forms should be completed and returned to the Charity Office at Poole Hospital or Royal Bournemouth Hospital by **Friday 25 November 2022**
* Requested funds will be available for collection from the Cash Offices in the Hospital your ward is based in
* Funds will be available for collection from **Monday 28 November until Friday 16 December.**
* You will be required to sign a petty cash form on collections of funds

**Named designated person will:**

* Collect the funds from the cash office and sign for as required
* Bring in all receipts for your purchases and any unspent money to the cash office by Friday 27 January 2023.
* Repay the funds in full if you are unable to provide receipts

Please note that any requested funds not collected by Friday 16 December will have to be reclaimed back on production of receipts, no later than Friday 27 January 2023. Any unclaimed funds/petty cash will be banked and unavailable after this date.

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Request form

|  |  |
| --- | --- |
| Ward name |  |
| Number of inpatients (on Christmas day) |  |
| Amount requested for presents (£10.00 per patient) | £ |
| Amount requested for Christmas decorations (£20 per ward or clinical area) |  |
| Named designated person to collect cash | Name: |
| Signed: |
| Approver (Ward sister/matron) | Name: |
| Signed: |

Declaration:

**I understand that I am responsible for the funds collected. I understand that all receipts and any unused money will need to be returned to the cash office no later than Friday 27 January 2023. I understand that if receipts are not provided the full amount of money will need to be repaid.**

Name: Signed: (named designated person)

Name: Signed: (authoriser)

***Please return completed form to:***

*RBH: Charity Office, Management Suite*

*PHT: Charity office, the Dome, main entrance*