

Process for order and purchase of specialist medical equipment

Schools or settings email requests to

- MIP@bury.gov.uk (pupils at SEN Support)
- ehc@bury.gov.uk (pupils with EHC Plans) or
- EY.Send@bury.gov.uk (all Early Years requests)

Requests must contain the following information:

- Name and date of birth of pupil
- A copy of the health professional's recommendation
- A copy of the Health Care Plan in place
- The total **net** cost of the equipment (note: VAT will need to be claimed back by schools)

Following Panel discussion, schools and settings will be notified of the outcome by email.

Next steps

On receipt of approval to fund, schools and settings can order the equipment and arrange for delivery.

Equipment delivered

When items have been delivered schools or settings will

- Pay the invoice direct to the supplier
- Email a copy of the invoice
 - EYs invoices to EarlyYearsFunding@bury.gov.uk
 - Maintained school invoices and coding to SENFunding@bury.gov.uk
- Academies invoice Bury Council and email this plus original invoice to SENFunding@bury.gov.uk

On receipt of this email the school or setting will be reimbursed with the cost of the purchase.