



## Service Integration Funding Process

1. Submit a funding request through the online funding form located at:  
<https://app.smartsheet.com/b/form/f6ea19a4d1ce440aa0c6446a2eea83cc>
  2. Please also review the Funding Guidelines form for more information on the purpose of SI dollars and how they can be used and spent.
  3. Present the request at the appropriate Service Integration team meeting. If the request needs immediate attention it can be addressed via Smartsheets in-between meetings.
  4. After the SI meeting, the request will be sent out over email via Smartsheets. The SI Coordinator will let you know once the request has been approved.
  5. Once approved there are a few options for purchasing items:
    - **Option #1:**  
Purchase the items and submit the ***original itemized receipt*** for reimbursement within **30 days** of your purchase. Santiam Hospital must receive original itemized receipts in order to reimburse the purchase. Submit receipts and/or invoices to Santiam Service Integration ([kdwyer@santiamhospital.org](mailto:kdwyer@santiamhospital.org) or mail to Santiam Hospital, C/O Kim Dwyer, Service Integration Coordinator **1401 N 10th Ave, Stayton, OR 97383** )
    - **Option #2:**  
Have the store or business create an invoice or purchase order for the items and give to Service Integration Coordinator. Santiam Hospital will process a check for the approved amount and either mail or deliver the check to the business or your agency.
    - **Option #3:**  
The Service Integration Coordinator may use the Service Integration credit card to purchase online orders to have delivered to the person in need, or to the requestor.
    - **Option #4:**  
If the above three options do not work for purchasing the requested item(s), then please contact the SI Coordinator to discuss how to go about making payment.
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