

Information for Prescribing Organisations: Imprest Store / Trial Equipment Frequently Asked Questions



To use an interpreter over the telephone – Phone 131 450

State-wide Equipment Program

What is an Imprest Store?

An Imprest store provides an opportunity for your organisation to store SWEP contracted equipment. The contracted equipment will then be available to prescribers who wish to trial the equipment with their clients.

Why have an Imprest store?

- SWEP are not able to facilitate trials of equipment.
- Some suppliers may not be readily accessible in your area.
- Prescribers require easy access to the contracted items for trial.
- Prescribers will become familiar with the items offered under contract for SWEP applications.

How do organisations apply to host an Imprest Store?

If you are interested and have space to hold trial equipment at your organisation, please send an email to swepictender@bhs.org.au. Please include a list of equipment you require and a delivery address.

How much equipment can an organisation host?

Generally we would supply organisations with 1 of each item required. If you are a large organisation this can be increased but would be discussed on a case by case basis.

What is the process once my request has been completed?

SWEP will raise an order for the equipment and you will be notified via email. We will arrange delivery to you.

After my initial request can other items be supplied?

Yes. If you require a different piece of equipment for trials that you don't already have you can send an email to swepictender@bhs.org.au.

Please include a list of equipment and a delivery address.

Who owns the equipment issued?

SWEP retains ownership of the equipment.

What equipment can be provided?

- Portable ramps
- Basic seating items including high & low back chairs and kitchen stools
- Basic bathing/showering/toileting items including shower stools and chairs, fixed commodes, over-toilet frames and seats
- Mobile shower commodes
- Specialised seating including air beds and powered lift recliner chairs
- Mobile floor and standing hoists & slings
- Pressure redistribution items including-mattress overlays and replacement systems and foam, air, gel and combination cushions
- Walking frames
- Manual wheelchairs including lightweight and heavy duty, self-propelled, transit, rigid frame and tilt-in-space
- Mobility scooters including both 3 & 4 wheel
- Beds & standard foam mattresses

Where can I find more information about the contracted equipment?

A link to the SWEP Picklist & Catalogue can be found here and all equipment sub-sections in the Table of Contents are hyperlinked. This document includes detailed information about the contract items.

[SWEP | SWEP Picklists & Catalogue](#)

How is the equipment tracked?

Each item will have an Asset sticker attached to assist your organisation with asset management. You will be responsible for keeping track of any equipment out on loan for trial to ensure the items are not lost, stolen or damaged.

Who maintains the equipment?

You are responsible for maintaining the equipment. If a repair is required for any item please contact SWEP via email at swepictender@bhs.org.au.

How can I provide feedback?

If you wish to provide feedback about any aspect of SWEP, you should contact SWEP and speak to the relevant Program Manager.

If the matter cannot be resolved you may wish to pursue the issue by following the SWEP grievance and complaint procedure on our website.

