



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Internal Approval for Other Property Transactions (Including Acquisitions, Disposals, Wayleaves, etc)

Procedure No. 420

	Print Name	Title	Date
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INTRODUCTION

This document must be prepared by the Property Manager and signed off by the General Manager for the service and Chief Officer / Acting Chief Officer prior to an application being made to the HSE for property transactions (other than leasehold. Please see Procedure 418 and Procedure 419).

Scope

This procedure applies to the Health Service Executive, Mid-Western Area.

Responsibility

It is the responsibility of the Property Manager, General Manager and the Chief Officer / Acting Chief Officer to ensure that the document is prepared and signed off.

PROCEDURE

1.0 When seeking approval for a property transaction (other than leasehold) the service area should be identified. Other information relevant may include reason for transaction, title, method of acquisition or disposal, description of property, maps and funding.

References:

Procedure 416
Procedure 417