**Pillar 4: Lab Finance  
Guidance Document on Intended Use of Tools/Resources**

**Note: Any tools and/or resources used from this Toolkit should be adapted for your own laboratory or health system, as appropriate.**

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| **Subcategory** | **Name of Document/Tool** | **Description of Document/Tool** | **How to Use this Document/Tool** |
|  | Lab Finance Overview | Overview of Lab Finance Pillar | Use this presentation to provide an overview of the “Lab Finance” Pillar of the ASCP Negotiation and Advocacy Toolbox. |
|  | Lab Finance Intended Use | Resource for every Toolkit which includes each document included in the toolkit and its potential intended use by end-users | Use this document to better understand the documents and tools in each Toolkit and how they can be used to better advocate for your laboratory’s needs. |
|  | Lab Finance Supplementary References | Additional references and resources relevant to each Toolkit | Use this document to obtain additional references and resources for each pillar topic. |
| Tips and Recommendations | Using Lab Finance to Advocate for Equipment and Staff | Informational document | Use your organization’s tools listed in the document to advocate for funds and resources, like equipment and staffing. |
| Tips and Recommendations | How to use Lab Finance to Advocate for the Lab | Informational document | Use verbiage in presentations, speaking and written, to better advocate for your laboratory’s needs |
| Information | Financial Justification of Capital Equipment | Informational document | Additional definitions of financial indicators to prepare requests for funding |
| Tools | Productivity Calculator | Spreadsheet to calculate productivity | Enter your data into the calculator to identify your productivity. “Productivity Notes” tab contains useful definitions and considerations for using the spreadsheet. |
| Tools | Mini ROI | Calculator to identify Cost per test and annual spend/savings when comparing two options | Can be used to determine Make vs. Buy (test in-house vs. send out), comparing platforms for the same test, comparing two different kits, etc. |
| Tools | System Laboratory Standardization and Planning - major equipment | Spreadsheet to track and plan high dollar purchases – can be used to align system laboratories | Use this to track your analyzers and lifespan, creating a plan to replace one high dollar platform per year. |