

Faculty IT Equipment Fund

Please complete this application form and submit it to Jackie Hall, Law Faculty Office, St Cross Building, St Cross Road ([jackie.hall@law.ox.ac.uk](mailto:jackie.hall@law.ox.ac.uk)) by Friday of Week 2

*Please note that requests to this fund must conform to the IT Equipment Fund Guidelines on the Faculty website here:* [*https://www.law.ox.ac.uk/content/resources-staff*](https://www.law.ox.ac.uk/content/resources-staff) *- namely, a laptop costing up to £1,200 and a desktop costing up to £1,000,* or *instead of a laptop and a desktop: a budget of up to £1,700 for a higher-specification laptop* or *desktop.  Any such bid should include related accessories, e.g. a monitor and keyboard to go with a laptop.*

***Equipment requested from this fund should normally be selected from the Manor Road Purchasing site -*** [***https://mrbproducts.z33.web.core.windows.net/law/***](https://mrbproducts.z33.web.core.windows.net/law/)

1. Name of Applicant:

2. Date of application:

3. Your post type: Associate Professor/Statutory Professor/Departmental Lecturer

3. Please indicate which of the following you require:

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| **Hardware:** |  |  |
| Laptop |  |  |
| Desktop |  |  |
| Printer |  |  |
| Accessories |  |  |
| Other - |  |  |
|  |  |  |
| **Software:** |  |  |
|  |  |  |
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4. Have you selected your items from the [Manor Road IT list](https://mrbproducts.z33.web.core.windows.net/law/)? YES/NO

If not, please provide a brief explanation why, and for any item costing more than £1,000 (including VAT) that is not from a University supplier, provide three alternative quotes.

5. Have the Manor Road IT Team provided any advice about your selections? YES/NO

6. Please provide the exact specification of your selected item(s), or give a brief but specific description of the equipment required:

7. Justification for the purchase of the equipment, if beyond the standard budget provision:

8. Where replacement equipment is required, what equipment is currently held and what arrangements are proposed for its disposal? *Any equipment purchased with the use of Faculty funds will have to be returned to the Faculty and data disposed of safely.*

9. Have you previously received a grant from any source for IT equipment over the last 4 years? If yes, please indicate:

Equipment Purchased:

Cost:

Date of Purchase:

Source of funding for the equipment:

10. If the total cost of what is requested above exceeds the Faculty IT Equipment Fund budget, please state here what alternative Faculty fund will cover the remainder of the cost. *For example, a faculty officer allowance, start-up grant, research grant, donation, trust fund, etc.*

Approved by: