An advisory note on Expense Claims for IT equipment/software
May 2014

Personal expense claims for item(s) of IT equipment/software are governed by the University’s Travel and Subsistence policy.

In most cases IT equipment should not be bought on expenses or should only be so with prior notification and approval. All equipment bought via University budgets becomes University property and we therefore want to ensure it is, as far as possible, consistent, compatible, recorded, under warranty, supportable and secure.

IT Services offers the following advice:

- Small items, such as keyboards, mice and cables, can normally be provided by your local Zone Team on request and without charge. This may be second-hand stock. You will need to return defective items for safe disposal (as per WEEE regulations).

- Many small items – such as computer mice, keyboards, cables, locks, power adaptors, USB memory devices - can be bought without IT approval via Proactis and the Science Warehouse (when logged-in to Proactis, choose ‘Catalogues’, then ‘General purchase requests’, then search for “Insight Direct Ltd”). This is a very practical and handy way of sourcing low cost items.

- The normal method of purchasing is to raise a request to the Service Desk, by self-service form, service-desk@bristol.ac.uk or call 0117 928 7870. For standard items, such as PCs and laptops, there are a range of forms which can be used to ensure your request is dealt with as quickly as possible.

- In any request for items to be bought from a local budget be sure to include your complete charge code, e.g. GEOG GR3540, as much research is now collaborative and it may not be obvious if just the GR3450 is provided.

- The great majority of hardware and software can be requisitioned by IT Services staff using Proactis. Some suppliers are not on Proactis and purchases from those sources are undertaken using a corporate purchasing credit card held by a member of the zonal team.

- In emergencies, such as when IT equipment is broken or stolen whilst away on University business, essential IT replacements may be purchased locally. If time and circumstances allow, there should be notification and consultation with IT in advance of any replacement purchase. As soon as possible, any emergency purchase should be reported via service-desk@bristol.ac.uk. Loss or theft should also be report via the relevant online form. Expenses claim form must cross-reference to the Incident number of the support call to the Service Desk and should only be submitted following a response by the relevant IT team. Purchases for purposes other than a clear emergency may be rejected.