**Request for support with purchasing IT equipment for online tutoring**

If you need to purchase a touch-screen device to allow you to draw/write equations for tutorials, you can request a reimbursement of up to £125 from College by following the steps below:

1. Complete your details in the boxes below.
2. Forward the form to your tutor to ask them to countersign it.
3. Your tutor will forward the form to the Treasury and copy you in.
4. Purchase your equipment. Please only purchase equipment that meets the specifications suggested by your tutor. (You may purchase something of a higher value but will need to fund the difference yourself.)
5. Forward your receipt/proof of purchase to the Treasury ([treasury@some.ox.ac.uk](mailto:treasury@some.ox.ac.uk))
6. The Treasury will reimburse you up to a maximum of £125.

*Reimbursement is open to all but it is expected that there will be more of a need for such equipment in science and maths-based subjects. If you can afford to meet the costs yourself please consider doing so as this will help us provide support for those students who are in most need.*

|  |  |
| --- | --- |
| Name: |  |
| Subject: |  |
| Year of study (1st, 2nd, 3rd, 4th) : |  |
| Name of tutor: |  |
| Date: |  |
| By completing the details above, you confirm that you will use the funds for the purchase of equipment to support online tutorials and will provide proof of purchase  **Please now forward this to your tutor to complete the details below.** | |
| For tutor use only: | |
| Request approved (yes/no): |  |
| Suggested item and minimum specifications: |  |
| Name and date to confirm authorisation: |  |
| **Tutor - Please now forward to the Treasury and copy the email to the above-named student** | |
| **Student** – Purchase your equipment and send proof of purchase to [treasury@some.ox.ac.uk](mailto:treasury@some.ox.ac.uk) | |

*Treasury use only*

|  |  |
| --- | --- |
| Authorisation received |  |
| Receipt/ proof of purchase provided |  |
| Reimbursement made |  |