

ST GEORGE'S, UNIVERSITY OF LONDON

EQUIPMENT COMMITTEE

APPLICATION FORM

Before completing form, see notes overleaf. Add any further information or a covering letter if necessary.

Advice on all matters relating to Equipment Grants is available from The Equipment Officer, who will raise purchase orders if a grant is awarded. Late, illegible or incomplete applications will be returned.

1 APPLICATION FOR EQUIPMENT / COMPUTING EQUIPMENT / CHAIRMAN'S ACTION *

2 DEPARTMENT: APPLICANT:

3 DIVISION:

4 SPECIFICATION OF EQUIPMENT: Remember to allow for software, if appropriate.

Manufacturer:

Suggested Supplier:

Current price (please attach quotation):

VAT:

Import duty:

Delivery:

Total:

Date of expiry of quotation:

5 PURPOSE: The equipment is required for teaching / research / administration * What do you wish to do with it? Will the equipment replace existing equipment? What do you intend to do with the existing equipment?

6 EXTERNAL FUNDING: An application to has been submitted / was unsuccessful * is in preparation /

7 PATIENTS: Will the equipment be used on them? YES/NO *

8 MINOR WORKS: This equipment will / will not * require minor works. Applications for Minor Works expenditure should be submitted to the Chairman

* Delete as appropriate. This form must be signed by the Head of Department / Division.

see over:

TO BE COMPLETED BY HEAD OF DEPARTMENT / DIVISION

9 SPECIAL FACTORS: This equipment is for a new member of academic staff / will be used by numerous members of the department / by other departments / is partly funded locally *. Explain and please add relevant comments.

10 GENERAL COMMENTS IN SUPPORT OF APPLICATION:

11 DEPARTMENTAL / DIVISIONAL PRIORITY: The Head of Department / Division is asked to indicate the priority given to this application, where other applications are to be submitted by the department / division.

Priority no. of (1 indicates first priority)

12 SIGNATURE OF HEAD OF DEPARTMENT / DIVISION

Date:

NOTES

For *research or teaching equipment*, submit one copy of this form to the Finance Officer not later than 14 days before EC meeting.

For *computer-based equipment (hardware and software)* submit one copy of this form to the Finance Officer not later than 21 days before EC meeting. Computing Services may first be consulted via the Help Desk on x5435.

For *Chairs' action*, one copy of this form should be submitted to the Chair of the EC, who may first be consulted.

- 1 The EC does not meet the cost of *consumables* or of *inexpensive items of equipment* (e.g. less than £250).
- 2 The EC does not normally meet the cost of *very expensive items of equipment* (e.g. over £10k) unless they are multi-user or their purchase is in the interests of the School. It may, however, contribute to the cost, or underwrite part or all the cost if application is pending elsewhere.
- 3 Applications for *computing equipment* will first be considered by three members of a small specialist panel who meet one week before the EC.
- 4 Applications for *teaching equipment* will first be considered by the Undergraduate Medical Education Committee before the EC.
- 5 *Chairs' action* can be taken for urgent repairs and replacements, and for urgently needed items of equipment of moderate price (e.g. £250- £1000).