

Access to Work IT Procurement Guidance

Data and Technology Services (DTS) will support and coordinate the procurement of software and equipment provided under the Access to Work scheme with funds provided by both the School and the Government.

DTS will route orders through LSE approved suppliers and orders will be placed directly through OneFinance or a School purchasing card. It is essential that all expenditure is directly expensed directly by the School (i.e. not ordered independently via expenses for personal reimbursement).

All equipment, software and subscriptions purchased under the scheme will be **owned by the School**. Equipment and software must comply with LSE's Cyber Security minimum standards (e.g. cloud assurance) and equipment must be capable of being enrolled and encrypted on the School's management systems. This may mean an adjustment to the make and model of device referenced in the Access to Work request. When a member of staff leaves the school, all IT equipment must be returned to the School in line with the [IT Asset Management policy](#).

Software purchase (whether perpetual licence or subscription-based) must be installed and used only on LSE-owned devices

All equipment and software purchased through this scheme are provided solely for work-related use in carrying out official duties.

Any exceptions to this policy will be jointly reviewed by HR, DTS and the Finance Division. Decisions will be made by the following roles:

- Staff Disability and Mental Health Adviser (HR)
- Tax Manager (Finance Division)
- EUC Service Line Manager or HAM Service Line Manager (DTS)

The Tax Manager will advise where a purchase may fall within the scope of Benefit in Kind (HMRC).

For further guidance on applying for the Access to Work scheme, please refer to the [Access to work Toolkit](#).

If you have received Access to Work funding and need to raise an IT-related order, you can contact tech.support@lse.ac.uk with "IT Access to Work request" in the subject line. This helps us process these requests promptly and appropriately.

Please note you do not need to include any personal or medical information in your message other than you have received Access to Work funding