

# IT Equipment Funding Guide

## Introduction and Procedure

Historically, the Data and Technology Services Division (DTS) provided standard IT Equipment to Professional Service Staff (PSS) in Divisions. With the introduction of hybrid working, the new standard is laptops instead of desktops.

From 01 August 2023 (Financial Year 2023-24), the budget for LSE devices (laptops and desktops) for PSS will be devolved and allocated to the respective Divisions instead. This will standardise the process across LSE’s Academic Departments and Divisions. The new process will also streamline cost coding when raising a requisition in One Finance.

There are various streams of funding across LSE for each area. Please refer to the funding stages listed in the table below.

Area	Stage 1	Stage 2	Stage 3	Stage 4
Academic Departments	Department Allocated Budget- Department Funding Model <a href="#">here</a>	Other Department Allocation/ OSF	<a href="#">FP&amp;A Contact</a>	
Divisions	Standard IT Equipment is self- funded via Annual Allocation.	If further budget is required, please use the existing operational budgets within your Division (e.g. virement from CSB). If this is problematic, please speak to your FP&A contact to help identify alternative options within your existing operational budget in order to fund the additional cost.	<a href="#">FP&amp;A Contact</a>	
RCSD/ Extended Education	Self-Funded	<a href="#">FP&amp;A Contact</a>		
Research Centres	RIIF-RIIF policy <a href="#">here</a> . IT equipment should (where possible) be written into grants (Research and Innovation Division (RI) will assist)	Outside funds- within unit	Outside Funds- within department	<a href="#">FP&amp;A Contact</a>
Institutes	Self-Funded/ RIIF policy <a href="#">here</a> . IT equipment should (where possible) be written into grants (Research and Innovation Division (RI) will assist)	<a href="#">FP&amp;A Contact</a>		

If there are any questions on the above please speak to your [FP&A Contact](#).

## Further Information

The Budget is based on a four-year equipment replacement cycle.

DTS's Hardware Asset Management (HAM) team will monitor IT assets in use by Divisions and their need for replacement or upgrade, in liaison with Service Leaders and Office Managers, to make sure all staff have a device that is 'fit for purpose' and fully functional.

Divisions will be strongly encouraged to replace LSE devices (Laptops and Desktops) when they are no longer 'fit for purpose' e.g. they are not powerful enough to run the latest version of a piece of installed software or they are proving expensive or problematic to maintain or support.

DTS's Hardware Asset Management (HAM) team reserves the right to insist that a device is upgraded or replaced if it is no longer 'fit for purpose' – they cannot 'support the unsupportable'. Any device must be replaced if it is 'end of life' as defined by DTS and evidenced by the agreement of the supplier of the device. Devices identified as 'end of life' include those that are unsupportable and therefore present a risk to LSE's Cyber Security.

A dedicated information space introducing DTS's Hardware Asset Management (HAM) team along with other useful information can be found on the DTS intranet page linked [here](#).

Standard IT equipment must be procured via One Finance using the [Internal One Finance catalogue](#). This will ensure your device receives the correct support and warranty provided by DTS.

The process for ordering IT equipment (standard, bespoke (where required) and standard accessories) is linked [here](#).

## One Finance Coding

The Funding for Replacement of IT Equipment within Divisions must be charged to the eligible nominal codes set out below:

Account	Description
34001	IT Hardware
34002	IT Hardware Accessories
34005	IT Equipment

## Review schedule

Review interval	Next review due by	Next review start
1 Year	25/04/2023	26/04/2024

## Version history

Version	Date	Approved by	Notes
1	17/04/2023	TBC	

## Links

Reference	Link
FP&A Contact	<a href="https://info.lse.ac.uk/staff/divisions/Finance-Division/Financial-Planning-and-Analysis">https://info.lse.ac.uk/staff/divisions/Finance-Division/Financial-Planning-and-Analysis</a>
Departmental Funding Guideline	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/depFunGui.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/depFunGui.pdf</a>
RIIF Policy	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/resInfAndInvFun.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/resInfAndInvFun.pdf</a>
DTS: Hardware Asset Management	<a href="https://info.lse.ac.uk/staff/divisions/dts/services/Hardware-Asset-Management/Hardware-Asset-Management">https://info.lse.ac.uk/staff/divisions/dts/services/Hardware-Asset-Management/Hardware-Asset-Management</a>
Internal One Finance Catalogue	<a href="https://info.lse.ac.uk/staff/divisions/Finance-Division/OneFinance/internal/internal-catalogue">https://info.lse.ac.uk/staff/divisions/Finance-Division/OneFinance/internal/internal-catalogue</a>
Process for ordering IT Equipment	<a href="https://info.lse.ac.uk/staff/divisions/Finance-Division/OneFinance/internal/IT-orders">https://info.lse.ac.uk/staff/divisions/Finance-Division/OneFinance/internal/IT-orders</a>

## Contacts

Position	Name	Email	Notes
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## Communications and Training

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