

PAPER - IT ADVANCE

Owned by: Chief Exec

Date passed: 17/06/24

Body passed by: SMT

Further Review Required: annually

The Students' Union believes that all full-time employees of the Union have a significant exposure to information technologies both in the workplace and in the broader context of home and living. As this is an area that moves rapidly with advances to both software and hardware, often individuals are left either without current technologies or with technologies that are not sufficiently future proof. It is recognised that one barrier to suitable access to personal IT, is finance. It further believes that an employee's familiarity with an opportunity to own such technologies is of benefit to the organisation through staff development.

The Students' Union therefore resolves to offer full time employees the opportunity to advance a sum of money against their future earnings for the purpose of purchasing any personal IT equipment subject to the following terms and conditions:

- Any sum advanced must be paid back within 10 months of the original purchase.
- If any staff member ceases to be an employee of Winchester Students' Union, they will become liable for any balance of the advance sum from their final salary settlement.
- The amount advanced for any such purchase must not exceed 1 month's net earnings.
- Only tablets, mobile communication devices, laptops, PCs or software for the aforementioned may be purchased with this advance.
- Equipment must be purchased by the Students' Union from a reputable supplier – No cash will be issued directly to the employee.
- Repayment schedules must be agreed with the Chief Exec and must be kept thereafter until the balance is cleared. Repayment schedules may include payment holiday months as long as the sum is settled within 10 months.
- Winchester Students' Union will not be held liable for any equipment failure or breakdown within the period of your repayments or thereafter.
- Only one IT advance can be taken at any one time; no further advances can be granted until the original sum is cleared. Advances under other Union papers (e.g. Parking Permit Advance) will be considered alongside IT advance applications on a case-by-case basis.

- Agreement to the advance is the sole remit of the Chief Exec or the President if such an advance is sought by the Chief Exec.

Staff Agreement

I the undersigned have read and understood all of the above terms and condition and undertake to advance the following sum:

£ _____

This is for the purchase of the following:

Item	Place of purchase	Cost

This is to be repaid over the following schedule:

Month	Year	Amount
Jan		
Feb		
March		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		

Signed: _____

Printed Name: _____

Date: _____

Signed and agreed by Chief Exec/President: _____

Date:

Office use

Financial year:

Purchase made: