**FACULTY OF MATHEMATICS**

[LAPTOP FUNDING SCHEME FOR FIRST YEAR PHDS](https://www.maths.cam.ac.uk/computing/computing-arrangements-incoming-phd-students)

APPLICATION FOR FUNDING

First year PhD students in the Faculty of Mathematics are able to claim up to £800 towards the purchase of a laptop. You must submit your claim for funding during your first year of study.

All laptop purchases under this scheme must be approved by your supervisor and details forwarded to the relevant Business and Operations Manager using this form.

Your supervisor will need to confirm that the laptop you wish to buy is suitable for your needs (and does not exceed them). You may claim up to £800 in total (and including VAT), but this amount can include extended warranties.

If your application for funding is successful, you will need to send the following documents to your department finance team[[1]](#footnote-1):

* [FDA1 Student expenses claim form](https://www.finance.admin.cam.ac.uk/expense-forms)
* Authorised Laptop Funding form (this form)
* Itemised receipts/invoice showing payment amount
* Redacted bank statement (showing name, address, account number, sort code, bank name)

|  |  |
| --- | --- |
| Student name |  |
| Student USN (from CamSIS) |  |
| Student email address |  |
| Student funding information  (stipend, college support, research funds etc) |  |
| Supervisor name |  |
| Laptop specification and cost |  |
| **Total claim** |  |

**To be completed by the Supervisor:**

I confirm that the laptop outlined above is suitable for my student’s needs.

|  |  |
| --- | --- |
| Further comments: |  |
| Signature |  |
| Date: |  |

Please now send this form to either:

DAMTP: Rachel Plunkett, Business and Operations Manager ([damtp-sec@maths.cam.ac.uk](mailto:damtp-sec@maths.cam.ac.uk))

DPMMS: Ben Daft, Business and Operations Manager ([bom@dpmms.cam.ac.uk](mailto:bom@dpmms.cam.ac.uk))

**To be completed by the BOM:**

|  |  |
| --- | --- |
| Approved: | YES/NO |
| Finance coding: |  |
| Signature: |  |
| Date: |  |

1. For DAMTP, [finance@damtp.cam.ac.uk](mailto:finance@damtp.cam.ac.uk). For DPMMS, [finance@dpmms.cam.ac.uk](mailto:finance@dpmms.cam.ac.uk) [↑](#footnote-ref-1)