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TOOLKIT

Equipment

PLAN OF THE PRESENTATION

- Eligible items according to TOOLKIT project description
- Ineligible items
- How to prepare the list of equipment
- Reporting documents
- Exchange rate
- Q&A

EQUIPMENT: ELIGIBLE ITEMS

The items which can be purchased must be relevant to the objectives of the project:

Equipment for a Meeting Room/Online Conference Room for the International Relation Office

- Computers;
- Software for Online Conference;
- Overhead projector;
- Screens;
- Microphones;
- Auxiliary equipment: laser pointers, flip charts, slide trays, loudspeakers...



INELIGIBLE ITEMS

In the framework of Erasmus + CBHE projects, equipment can be purchased exclusively for Partner Country Higher Education Institutions.

Not eligible items:

- Furniture;
- Motor vehicles;
- Telephones;
- Mobile phones;
- Alarm systems and anti-theft systems etc.



IMPORTANT: VAT IS NOT CONSIDERED AS AN ALIGIBLE PROJECT COST

HOW TO PREPARE THE EQUIPMENT LIST

Each Partner Country HEI can spend a maximum of 10.000 euro to buy the equipment but the request has to be duly motivated.

Example: you cannot ask to buy 10 laptops and 5 projectors just because the budget allocated allows you to do it. It will be difficult to justify the need of such equipment for the meeting room of the IRO. EU will not approve the list.



HOW TO PREPARE THE EQUIPMENT LIST

Your institution may be in need of several items but it is important to justify as much as possible the need of the required items according to the Project's aim.

Be careful when you prepare the list since it has to be approved first in order to proceed with the purchase.

Example: if you are already partner of another EU funded project and you have already purchased in its framework 4 computers for the IRO, avoid to make the request for the same items.

Even if they are in the list of the eligible ones, if you have already purchased them for the same purpose, they will not be considered as eligible.



HOW TO PREPARE THE EQUIPMENT LIST

List of equipments to be purchased for the International Relation Office at **NAME OF THE UNIVERSITY** under the support of TOOLKIT project (EU) according to WP 5.

No	to-be-purchased items	nr of items	location	cost/MMK/LAK/ LKR	Euro	explanations
1	Lenovo Thinkpad L480 (i7) + related accessories	1	IRO			equip the International Relation Office; laptop has been requested so that IRO staff can use it also for meeting with partners university and for international relations events.
2	Printer + Projector + scanner + external HDD	1	IRO			equip the International Relation Office; projector has been request to organize meeting a presentation for the International relation staff
3	Kaspersky Internet Security	1	IRO			equip the International Relation Office. This item has been requested to protect data when they will bild up the archives for international mobilities and partnership.
4	Audio System (20 Users)+ LED screen + UPS +Networking Accessories	1	IRO			equip the International Relation Office: this item has been requested to orgnaize virtual meetings with international partners (conference calls enabling 20 people to participate)
	grand total			0	- €	

WHEN?

BY THE END OF FEBRUARY 2020



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REPORTING DOCUMENTS

- **Quotation to be approved before the purchase;**
- **Equipment list;**
- Invoices for the purchased items;
- Proof of payment for the invoices;
- Record of the inventory of the institution where it is installed/proof of the fact that the equipment has been recorder in the inventory of the institution;
- Equipment must be labelled with E+ stickers;
- Proof of it has to be given (pictures of the labelled equipment).

REPORTING DOCUMENTS

IMPORTANT: All the reporting documents have to be saved for at least 5 years for future controls.



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QUESTIONS?