**Collection of equipment (*Penryn campus only*)**

Where equipment is needed to be retrieved from campus offices, arrangements must be made in advance to gain access to campus buildings with the campus Director of College Operations, Amie Fulton. Approval must granted by line managers/supervisors prior to requests being made to access campus buildings.

If staff/students are unable to collect items themselves, new equipment will need to be purchased and delivered to home addresses via a supplier company – see Delivery (direct from suppliers) option within the ‘Equipment’ tab.

Purchase of new equipment will need to be approved by line managers/supervisors and the College key contact will be able to facilitate the ordering process (refer to the guidance section of the COVID-19 Homeworking DSE website for College/Service contact names).