



Technology Department
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Director of Technology

COMPUTER REPLACEMENT PLAN

Personal computer systems are eligible for replacement after the equipment is fully depreciated or an evaluation is made by Technology Department recommending replacement. A personal computer system is defined as the central processing unit and monitor.

The process is as follows:

1. New personal computer systems are depreciated on the service life of the unit. Technology budget provides monies for replacing the equipment. Service life for all personal computers in the Computer Replacement Plan = 5-7 years (4 years factory warranty + 1-3 years Technology Repair period).
2. Technology Department reviews the computer equipment replacement plan during the Budget Request period and identifies the computer equipment that will be eligible for replacement during the next budget year. Departments during the budget request may inform Technology Department of equipment they would like to be considered for replacement. Equipment not fully depreciated may be considered for replacement for early retirement by Technology Department. Unless equipment is recommended for early retirement by Technology Department the equipment will not be replaced until fully depreciated.
3. Technology Department will submit the requisitions to Purchasing for procurement of the equipment.
4. When the new equipment is released to the department, that department must turn in an Equipment Turn-In form for old equipment to Technology Department for the cleaning up of computer for disposal to the Warehouse.
5. Replaced equipment will not be reissued without approval from Technology Department.
6. Reissued equipment is not eligible for replacement through the Computer Replacement Plan.
7. The Purchasing Department will proceed to sell the retired equipment in accordance with the Purchasing Ordinance as soon as possible.