

INFORMATION and INSTRUCTIONS REGARDING THE COMPUTER REPLACEMENT PLAN

For FY12 the Administration has deferred the Computer Replacement Fund due to budget constraints.

During the deferment, all computers replaced, regardless of funds, are subject to the Computer Replacement Policy C-56

REPLACED COMPUTERS: Once a replacement computer is received, the computer identified for replacement must be turned in to surplus, unless approved as an exception by the provost/vice president of academic affairs.

FUNDS ALLOWED FROM REPLACEMENT BUDGET: For FY12, computer replacement funds are not available; replacements must be funded from department accounts.

COMPUTERS NOT ELIGIBLE FOR REPLACEMENT FUNDS: For FY12, computer replacement funds are not available; replacements must be funded from department accounts.

COMPUTERS IDENTIFIED/DELETED AS MISSING PROPERTY: Computers previously deleted as 'Missing' or currently listed as 'Missing' will be reported to the Property Manager for research. If the computer is confirmed to be physically in the possession of the department, it will be recovered or modified to reflect accurate property records. Once property records are updated, the property number will be eligible for replacement so long as other replacement requirements are met.

Department must confirm the physical presence of a computer before identifying the property number for replacement. Payment for computers reported missing after being submitted for replacement will be the responsibility of the department.

SERVERS (PROPERTY CLASS CODE 203) ARE NOT INCLUDED IN THE REPLACEMENT PLAN:

Servers may be identified in three different ways:

- a. the word 'server' may be part of the name/description based on use
- b. property class code is 203
- c. the computer is built as a server class machine

NOTE: Items a. and b. may describe the property manager's or department's interpretation of a computer's use rather than c. which some consider the "true definition" of a server.

NOTE: If a department wishes to have the computer re-classified from 203 so that it is included in the Replacement Plan, the department must make the request to the VP on a case by case basis. Upon receipt of an email (either directly or forwarded from the department) approving the re-classification, the computer's property class code will be changed from 203 to the appropriate code and will be eligible for replacement so long as other replacement requirements are met.

COMPUTERS FUNDED BY EXTERNAL GRANTS – INELIGIBLE FOR REPLACEMENT:

Remember that per the Computer Replacement Policy, computers originally purchased using funds from external grants are excluded from being replaced during the award period of the grant. After the termination of the grant, the computers will be placed in the replacement cycle.

COMPUTERS CODED 'X' OR 'S': Once a computer has been through the replacement cycle and been coded 'X', 'R' or 'XP', or once it has been Surplused and coded 'S', it is not eligible for maintenance or repair by ITS.