

INFORMATION and INSTRUCTIONS REGARDING THE USE OF COMPUTER REPLACEMENT FUNDS

FUNDS ALLOWED FROM REPLACEMENT BUDGET: Funds allowed for any replacement computer purchase (laptop or desktop) will be up to the “lowest standard configuration cost”: \$775.00 for PCs and \$1222 for Macs FY10:

NOTE: If the computer specifications are decreased, resulting in costs less than the “lowest standard configuration cost,” the amount of Replacement Budget allowed for the purchase will be an exact match to the replacement purchase amount. The difference between the amount allowed and the “lowest standard configuration cost” will remain in the Replacement Budget and will accrue for additional replacement(s) within the Administrative Division having the next oldest computer(s).

NOTE: If the computer specifications are enhanced, resulting in costs greater than the “lowest standard configuration cost,” the department must provide an account to pay for the difference between the “lowest standard configuration cost” and the actual cost.

NOTE: The department may identify more than one computer to be replaced by only a single computer. However, the maximum amount of Replacement Budget that may be used toward one new computer is limited to the “lowest standard configuration cost.”

NOTE: The department may be provided a list of computers identified as the oldest eligible for replacement in their department. Because only the oldest are identified for the purpose of making allotments, the department may have more computers that are over 4 years old. It is the Department Head’s discretion as to which computers to replace as long as the property numbers submitted for replacement are over 4 years old and otherwise meet the criteria for replacement.

COMPUTERS ELIGIBLE FOR REPLACEMENT: Computers designated as 8 (Surplus), 9 (Salvage) or 10 (Historical) during the May 2009 annual inventory are not eligible for replacement with Replacement Budget, unless extenuating circumstances indicate that replacement should be allowed.

Example: A department coded a computer ‘9’ and a month later transferred the computer to another department, noting that it was in good condition. The department currently in possession of the computer can use it for replacement.

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

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.