**Policy Type:** Board

**Category:** Fiscal and Budget

**Policy Name:** Fiscal Controls on Replacement and Purchase of Information Technology Assets - Board Policy 4.17

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4.17 **FISCAL CONTROLS ON REPLACEMENT AND PURCHASE OF INFORMATION TECHNOLOGY ASSETS [Interim Policy Applicable for Fiscal Year 05] (Adopted 12-9-03)**

4.17.1 **Purpose**

The purpose of this policy is to establish fiscal controls for IT asset replacement and purchases for FY05. This policy applies to purchases of Desktops, Servers, Desktop/Server Software, Laptops, Monitors and Printers.

4.17.2 **General Requirements**

- New purchases of technology assets will be clearly identified in new project documentation.

- All IT infrastructure funding requests submitted to the ITEC Funding Request process will be reviewed according to the information provided by the Department and the criteria contained in this policy.

- Agency and Department Heads will determine if IT asset replacement requests comply with the policy prior to approval.
● State and Federal mandates or requirements will be excluded from applicability of the policy only if required.

4.17.3 Replacement Criteria Applicable to Specific Equipment

● IT replacement for desktops, servers, desktop/server software, monitors and laptops will comply with the following criteria:

Desktops:

● 4 years of age, or if one or more of the following:

  o Software levels are preventing Security patches from being applied

  o New Application or capability requirements

  o Repair, Upgrading or Maintenance is more expensive (time/material) versus purchase

● Redeployment versus disposal is a possibility

Software/Maintenance: (Pertains only to Desktop/Server/Laptop Software)

● 3 to 4 years of age, or if one or more of the following:

  o Software levels are preventing Security patches from being applied

  o New Application or capability requirements

  o Upgrading is more expensive versus purchase
(Note: Dependent on established software licensing agreements)

Monitors:

- 6 years of age
- New Application or capability requirements
- Repair or Maintenance is more expensive (time/material) versus purchase

Laptops: (If Laptops are used as Desktops use Desktop criteria)

- 5 years of age, or if one or more of the following:
  - Software levels are preventing Security patches from being applied
  - New Application or capability requirements
  - Repair, Upgrading or Maintenance is more expensive (time/material) versus purchase
  - Redeployment versus disposal is a possibility

Servers:

- 5 years of age, or if one or more of the following:
  - Software levels are preventing Security patches from being applied
o New Application or capability requirements

o Repair, Upgrading or Maintenance is not possible and/or is more expensive (time/material) versus purchase

  • Redeployment versus disposal is a possibility

Printers:

  • 6 years of age

  • New Application or capability requirements

  • Repair, Upgrading or Maintenance (including accessories) is more expensive (time/material) versus purchase

  • Redeployment versus disposal is a possibility

Related Policies

None.

Related Forms and Information

None.

History

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<thead>
<tr>
<th>Date</th>
<th>Changes Made</th>
</tr>
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<tbody>
<tr>
<td>1/31/2014</td>
<td>Policy Uploaded. (Kyle Larson)</td>
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<tr>
<td>12/09/2003</td>
<td>Policy Adopted. <a href="#">View legislative file</a></td>
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