



Title: Computers-Financing and Replacement Policy	
Policy #: F-COM-1	
Approved By: Regional Council	Page #: 1 (of 1)
Issued: March 28, 2007	Revised:
Responsibility: Finance Department	Section: Finance

1. Policy

- 1.1 That a Computer Financing and Replacement Policy be adopted for the acquisition and replacement of computers be Regional Departments based on the following guidelines:
- i) That the replacement life cycle of desktop and laptop computers be based upon the varying levels of computers be based upon the varying levels of computers usage with a replacement life of four years or more for Standard Users; a replacement life cycle of three years for High End Users and an 'as needed basis' for Specialty Users.
 - ii) That Region wide pricing and replacement standards for desktop and laptop computers will be established annually through the Business Planning and Budgets process.
 - iii) That desktop monitors and printers be excluded from the replacement cycle and be replaced on an 'as needed' basis when failure or wear out occurs.
 - iv) That the Finance Department establish an internal financing leasing arrangement for the acquisition of computers for all Regional Departments that would upfront finance the cost of the purchase of computers from the borrowing of internal funds in the first year of acquisition and be recovered from equal allocations in the annual Business Plans and Budgets of the respective Departments over the estimated life of the computer.
 - v) That funds be identified and set aside form the Region's Rate Stabilization Reserve Fund for this purpose and Commissioner of Finance report on the inventory of computers and related financing arrangements annually during the presentation of the annual Business Plans and Budgets.

2. References

- 2.1 Corporate Services–Regional Council Policy Manual.

3. Inquiries

- 3.1 For additional information regarding this policy please contact the Commissioner of Finance.