

# Countywide Administrative Procedures Manual

Regulation Number: 03-03

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## **Computer Equipment Replacement Fund Procedure**

### **Purpose:**

Provide guidelines and assign responsibility for the Alachua County Computer Equipment Replacement Fund Program. Measure the full cost of replacing computer equipment and fully recovering those costs through an annual billing cycle. Ensure the availability of funds for the future replacement of computer equipment tied directly to the County network, with a value in excess of \$750.00 and the software licensing costs associated with the equipment. For the purposes of this policy, computer equipment will refer to only the computer hardware equipment and associated software that is packaged with the hardware equipment. It is the intent of this procedure to provide County Departments with the computer equipment and necessary software licenses that will enable them to provide effective and efficient services to the residents of Alachua County. This procedure establishes a sound business approach associated with the cost and benefits of equipment and its capabilities, and funding purchases through a “pay-as-you-go” methodology, and making decisions on replacements considering the level of usage and demonstrated needs.

### **Procedure:**

#### **1. Computer Equipment Replacement Plan**

- a. An Annual Replacement Plan for all Alachua County computer equipment and associated software licenses with a value in excess of \$750.00 will be maintained by the ITS (Information & Telecom Services) Director.
- b. The master list will contain information categorized by:
  - i. Computer Equipment description
  - ii. County asset number
  - iii. Year Purchased
  - iv. Remaining Payment Balance
  - v. Serial Number
  - vi. Purchase Order Number
  - vii. Department/Division Location Number
  - viii. Year of Replacement
- c. All licensing fees paid by the Computer Replacement Fund will be billed to departments based on the number of equipment units maintained on the County’s network.
- d. All Computer equipment will be projected to be replaced on a four (4) year cycle using Computer Equipment Replacement Fund revenues.

## **2. Funding**

- e. The revenues supporting the Computer Equipment Replacement Fund will be generated from the replacement charges applied against the operating budget of departments utilizing the Computer Equipment Replacement Fund.
- f. A repository of funds to assure comprehensive resources for the purchase of computer equipment shall be maintained.
- g. All computer equipment purchased exceeding seven hundred fifty dollars (\$750.00) and a minimum life expectancy of three (3) years shall be included in the Computer Equipment Replacement Fund for future replacement.
- h. The Microsoft Enterprise Agreement (EA) and security software license expenses will be paid from the ITS Software Licensing Account. All costs associated with the purchase of new software licenses will be reimbursed into the ITS Software Licensing Account by the department purchasing the equipment.
- i. Computer equipment being purchased may be excluded from the Computer Equipment Replacement Fund, as recommended by the Office of Management & Budget Director and approved by the ITS Director.
- j. The appropriate replacement charges will be collected from the department deriving the benefit of the computer equipment use.

## **3. Replacement Charge Calculation**

- k. The replacement charges will be determined through the use of the following formula: (Full cost of computer equipment, divided (÷) by anticipated life cycle (number of years), equals = Annual Replacement Charge.
- l. The replacement charge will be billed by ITS annually.
- m. The equipment replacement charge will end when the cost of that unit has been fully recovered.
- n. The annual cost of the Microsoft EA and security software licenses will be charged for the useful life of the equipment and will be reimbursed into the ITS Software Licensing Account by the department purchasing the equipment.
- o. Useful life of equipment is defined as the amount of time the equipment is maintained on the County network.

## **4. Equivalent Replacement**

- p. The Computer Equipment Replacement Fund is structured to replace each unit of equipment at an equivalent cost. This means the replacement unit does not necessarily have to be the same type of equipment as the original unit. This allows more flexibility for participants in the replacement fund to purchase more effective and efficient operating equipment to meet their needs at the time the original equipment is replaced.
- q. Cost increases due to upgrades, addition of options, or other upgrades associated with computer equipment scheduled for replacement, shall be borne by the Department during the billing cycle.

## **5. Responsibility**

- r. Department Directors shall ensure that all computer equipment being

requested for replacement are of the appropriate size and have only those items/options that are operationally required.

- i. Ensure that appropriate funds have been budgeted in order to reimburse the Computer Equipment Replacement Fund.
- ii. If optional equipment is being requested, the requesting Department must receive ITS approval.
- s. The ITS Director shall be responsible for maintaining the Computer Equipment Replacement Plan and establishing the projected life expectancy.
- t. ITS will invoice each department in accordance with this policy, for equipment replacement costs. Funds will need to be transferred from each department to cover the cost of all new EA and Security Licenses.

**6. Purchasing Procedures**

Computer Equipment acquisition procedures will be in accordance with the Alachua County Purchasing Policy.

**7. Equipment Disposal**

Disposal of the computer equipment will be in accordance with the Alachua County Surplus Property Policy as stated within the Alachua County Purchasing Manual.

**8. Budget**

Details for budgeting will be provided to the Office of Management and Budget by a designated date agreed upon by ITS and OMB in order to coordinate and comply with overall Budget guidelines.

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Approved by: \_\_\_\_\_ Date: 11/09/08  
County Manager