



Policy Type: Board

Category: Fiscal and Budget

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

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

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:
 - 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

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

- 3 to 4 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
 - Upgrading is more expensive versus purchase



County of Santa Clara

Policy Name: Fiscal Controls on Replacement and Purchase of Information
Technology Assets - Board Policy 4.17
Page 3 of 4

- (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



County of Santa Clara

Policy Name: Fiscal Controls on Replacement and Purchase of Information
Technology Assets - Board Policy 4.17
Page 4 of 4

- New Application or capability requirements
- 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

Date	Changes Made
1/31/2014	Policy Uploaded. (Kyle Larson)
12/09/2003	Policy Adopted. View legislative file.