

City of Irving Financial Policies and Procedures

Computer Replacement

Personal computer systems, mid-range computers, mainframe computers, and major software applications are eligible for replacement after the equipment and/or application is fully depreciated and an evaluation is made by Information Technology (IT) recommending replacement. A personal computer system is defined as the central processing unit and monitor.

The process is as follows:

1. New personal computer systems, mid-range computers, mainframe computers, and major software applications are depreciated on the service life of the unit. Funded depreciation provides monies for replacing the equipment or application is as follows:
 - a. Service life for all personal computers, servers, and network equipment and printers in the Computer Replacement Fund = 3 years
 - b. Service life for all mid-range computers in the Computer Replacement Fund = 8 years
 - c. Service life for all mainframe computers in the Computer Replacement Fund = 10 years
 - d. Service life for all major software applications in the Computer Replacement Fund = 10 years
2. IT will review the computer equipment replacement fund during the budget process and identify the computer equipment that is expected to need replacement during the next budget year. During the budget process, departments may inform IT of equipment they would like considered for replacement. Equipment not fully depreciated may be considered for replacement provided it is approved by IT. The equipment will not automatically be replaced at the end of the service life, but it will be replaced when the need is determined by IT to enable required applications to be run by the specific user.
3. The IT Department will submit a list of equipment planned for replacement within the total funds available for inclusion in the budget.
4. On adoption of the budget, IT will again review the planned replacements for best estimate of time of year the replacements will need to be purchased and will furnish that information to Financial Services. Then, on a timely basis, IT will submit the approved requisition to Purchasing for procurement of the equipment and/or software.
5. Upon arrival of the new equipment, the Action Center will notify the department that it must obtain auction tags from the Financial Services Department for the equipment being retired. IT will not install any new equipment until the auction tags are in place. The department will have two weeks from the time of installation of the new equipment to move the old equipment to the Central Warehouse for auction. If the department has city vehicle(s), then the department is responsible for transporting the equipment. If the department does not have city vehicle(s), then the department representative should call the Central Warehouse to schedule pickup of the old equipment.

6. The software and any additional hardware (such as modems, internal boards, etc.) may be moved from the original system to the replacement system by IT provided it will operate correctly in the new environment. IT should be notified of the items to be moved. IT will be responsible for the installation of the new equipment and the transfer of the software and data from the retired computer to the replacement systems.
7. Replaced equipment will not be reissued without approval from IT.
8. Reissued equipment is not eligible for replacement through the Computer Replacement Fund.
9. The Division of Purchasing will proceed to sell the retired equipment in accordance with the Purchasing Ordinance as soon as possible.
10. Proceeds from the sale of equipment will be deposited to the Computer Replacement Fund.