



## Policies & Procedures Manual

### Policy No.2.11 (BP- Office Capital Equipment Replacement)

#### Office Capital Equipment Replacement

#### Purchasing

Photocopiers, large format printers and servers will be replaced on a five-year rotation, or when obsolete due to incompatibility with newer equipment.

Laptop and Desktop computers will be replaced on a four-year rotation.

Small office peripherals such as printers, scanners, microfiche, and fax machines will be replaced when no longer functional or when obsolete.

Where practical the equipment replaced will be used elsewhere where the requirements are lower. This cascade effect will be repeated until the piece of equipment being replaced is of too low a specification to be of use.

Priority in purchasing will be given to Energy Smart products and products which generate a minimum amount of waste.

#### Funding

The General Government capital equipment replacement reserve funds should only be used to replace office equipment.

There will be an annual transfer to reserve of 1/5 of anticipated replacement cost of all photocopiers, large format printers and servers.

There will be an annual transfer to reserve of 1/4 of anticipated replacement cost of all laptop and desktop computers.

Approving Authority: Board	Page 1 of 1
Policy Name: Office Capital Equipment Replacement	Policy No: 2.11
Date of Approval: May 26, 2008	Dates of Amendment:
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