



MAAO Equipment Replacement Plan Policy May 2011

MAAO shall replace computers every four years.

MAAO shall propose \$1,800 for the 2012 fiscal year be budgeted for computer replacement and the amount be reviewed annually for reasonableness.

MAAO requires computers be purchased with a four year on-site warranty.

MAAO directs the Information Systems Chair to coordinate with the PC users to see how much of this work (PC Tune Ups) they can do themselves (or automate for them upon start up, install Secunia update service, etc.) and report the findings back to the board at the August 2011 meeting.

MAAO requires BIOS passwords (passwords must be shared with the Information Systems Chair) for each PC for security purposes.

MAAO requires that retired data storage devices be delivered to the Information Systems chair to ensure proper data disposal.

MAAO requires that the current on-line back-up practice be continued with MozyPro and be reviewed annually by the Information Systems Committee to ensure it meets data storage size needs.

MAAO proposes that we should budget \$50 annually for replacement of printers and requires that they be replaced as necessary but not sooner than every eight years.

MAAO requires the replacement of miscellaneous equipment be done on an as needed basis and proposes we budget \$250 annually for these items. MAAO further requires that these items be presented to the board as part of the annual budgeting process with initial requests presented at the annual May meeting. MAAO acknowledges that emergency purchases are authorized by the President if funds are available in the miscellaneous equipment budget reserve and/or contingency budget line.

MAAO requires that before replacement or purchase of any equipment, the requesting party shall prepare an equipment request form (using the Equipment Purchase Form) documenting the equipment needed and identifying any required specifications. The Information Systems Chair, Secretary/Treasurer and Finance Officer shall be contacted to confer on appropriate equipment specifications and shall present a pre-approved equipment request form to the President for final approval.

MAAO directs the Secretary/Treasurer to attach this Equipment Replacement Plan to the Equipment Purchase Form on the web site.

MAAO directs the Secretary/Treasurer (or delegate) to modify existing job descriptions to include these responsibilities as appropriate.