



## **Computer Equipment**

### **Rationale**

To function effectively Executive Committee and SAMU staff must have current and reliable computers.

### **Definitions**

**Computers** are physical hardware, whether desktop or laptop, but do not include peripherals such as mice, keyboards, monitors, etc.

### **Regulations**

- 1** Computers will be replaced after 4 years of service.
- 2** Replacement will take place at the beginning of the fiscal year.
- 3** At the end of a computer's life cycle the hard drive will be wiped and the computer will be disposed of.
  - 3.1** Disposal methods include sale, donation, or recycle.
  - 3.2** Disposal method will be determined by the General Manager.
  - 3.3** Any proceeds from disposal will be directed to a SAMU Program or Service as determined by the Executive Committee.



## Fact Sheet

### Approvals:

First Approval – February 9, 2016  
Last Approval –

**Review By:** February 9, 2017

### Source and Updates:

February 9, 2016: *Computer Equipment* approved by Executive Committee motion E2016-02-03-4 on the recommendation of the Procedure Sub-Committee.

### Related Documents: