

MATERIALS AND EQUIPMENT
Maintenance and Control
Computers

In seeking assistance with the maintenance of computer hardware materials the following procedures will be followed:

1. Seek assistance from coordinator of technology.
2. Seek assistance from agencies of company that has been pre-determined to provide the service. This determination will be made annually by the coordinator of technology.
3. If it is necessary to mail the item to the service company for repair, the packaging of the item for mailing will be done by the coordinator of technology.
4. When the cost of repair of computer hardware is greater than the cost of replacement, the equipment will be removed from inventory and sent to the coordinator of technology who will determine if there are items that may be used for parts or not.
5. The items not used for parts will be placed in surplus sales as authorized by the administrative assistant to the superintendent.
6. Replacement of computer hardware will be made under the category "Capital Outlay-Replacement" in the school's budget.

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