

2. Replacement Specifications

See district IT specialist for current recommendations of computers, printers, peripherals, network hardware and UPS.

- **Desktop computers** – 4 years (software updates will be included with new computer purchase)
- **Laptop computers** – 3 years (software updates will be included with new computer purchase)
- **Printers** – 3-5 years and evaluate with each computer purchase
- **All Peripherals*** – 3-5 years and evaluate with each computer purchase
- **Risograph** – 3-5 years or 1,000,000 copies
- **Copier** – 3-5 years
- **Fax Machine** – 3-5 years
- **Network Hardware** – 3 year evaluations
- **Computer UPS** (uninterruptible power supply) – 2-3 years
- **Internet connection options** – evaluate connection speed/price yearly

* Peripherals include digital cameras, scanner, memory card readers, etc.

3. Budget for current year

Include details of planned purchases in regards to current inventory and replacement specifications

Computers:

Printers:

Peripherals:

Risograph:

Copier:

Fax:

Network hardware: