Associated Students, Inc.
California State University, Dominguez Hills
Computer Policy

Purpose
Associated Students, Inc. adopted this policy to establish a timeline and procedures for refreshing computers, printers and other technology in the ASI Business Office. As technology continues to advance at a staggering pace, a scheduled cycle to refresh computers ensures Associated Students, Inc. will remain progressive and technologically sound. Advances in technology allow for greater efficiency and productivity.

Schedule
Computers and related equipment in the ASI Business Office will be replaced with new equipment every three (3) years. Specifications for the purchase of new technology will be set at a minimum to the baseline requirements of California State University, Dominguez Hills, if applicable. Recommendations for specifications will be made by the ASI Assistant General Manager and approved by the ASI General Manager.

After three years, computers and printers are depreciated from inventory for Associated Students, Inc.

Obsolete Equipment
When equipment is refreshed, the old equipment can be donated to campus departments or offices to be utilized by students; sold at a “garage sale” to students, faculty or staff; or donated to off-campus organizations that serve the community.

Inventory
Prior to the end of each fiscal year, all computer equipment in the ASI Business Office and equipment purchased with Technology Referendum funds will be inventoried. A report will be presented to the Senate Committee and Finance Commission prior to the end of June.