

MISSOULA COUNTY
COMPUTER TERMINALS

The need for terminal programmed purchase, replacement, maintenance and inventory control has been identified by the Data Processing Steering Committee. It was felt that a policy was needed since some of the terminals are getting old and maintenance is becoming expensive.

The Steering Committee recommended this policy to the Board of County Commissioners, and the Commissioners subsequently approved and adopted the following:

1. The ownership of all terminals currently in General Fund departments will be transferred to Data Processing ("DP"). DP will ensure that all terminals are properly listed in the Fixed Assets Inventory System.
2. DP will perform a Needs Analysis in conjunction with any department desiring new or additional terminals.
3. All terminals for General Fund departments will be budgeted for in the DP budget and will be purchased by DP.
4. All terminals for special funds will be budgeted by the special funds and purchased by DP. The budgeted amount will include purchase price, freight, installation and maintenance. DP will furnish cost estimates on request.
5. Three (3) terminals will be budgeted by DP in FY86 as spares and maintained as "loaners."
6. Twenty (20) percent of all General Fund terminals will be replaced each year. Special funds are encouraged to request terminal replacement on a timely basis.
7. All terminal purchases are to be part of the annual budgeting process. Departments are hereby advised that in an austere budget environment replacements/purchases may not be funded.