

Policy Name: Computer Purchases

Date of Approval: December 2008

Review Date: December 5, 2022

Review Responsibility: Operations

Amendment Dates: December 5, 2022

1. All computers will be purchased by MROO, and remain the property of MROO, to ensure all Directors and Executive Officers have access to identical hardware and software to perform their functions.
 2. Directors and Executive Officers will receive laptops, Microsoft Surface Laptop Go with 15" screens or similar, pre-loaded with the most recent Windows operating system.
 3. These machines will come equipped with built-in cameras, speakers, Bluetooth capabilities, Wi-Fi, USB ports, etc.
 4. Operations will purchase an operating system and software licenses for each machine including Microsoft 365 with a Business Premium License. This ensures all updates to software will take place automatically via the internet and will simply ask for a reboot after any updates are loaded.
 5. Each license also includes 1 TB of cloud storage. Cloud storage of documents means information can be accessed from virtually any device with appropriate sign-on.
 6. Operations will ensure installation of anti-virus software and requisite licenses.
 7. Additional items such as printers, external keyboards, mouse, travel case, etc. will be the responsibility of each Director and Executive Officer.
 8. At the expiration of the four (4) year anniversary of the original computer purchase date, or if recommended earlier by our consultant and approved by the Board, Directors and Executive Officers will be entitled to upgrade to a new version under the above noted conditions.
 9. The old computer may be retained by the Director or Executive Officer, but all MROO data will be purged. The software license will be transferred to the new computer so the previous computer will need to have an operating license and software purchased at the director's expense. If the Director or Executive Officer chooses not to retain the computer, it will be returned to operations for repurposing.
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10. When a Director or Executive Officer is no longer a member of the Board, they shall be entitled to purchase the computer at the depreciated value determined by the Treasurer or Bookkeeper in accordance with the Canada Revenue Agency formula on the depreciation of computers.
11. If the Director or Executive Officer does not wish to purchase the computer, it shall be turned over to the Office in good working order with all personal data removed from the hard drive before receiving any reimbursement for the Director's or Executive Officer's last expense claim.