

From: [Countydirectors](#) on behalf of [Davis, Gregory](#)
To: countydirectors@lists.service.ohio-state.edu
Cc: [DeVore, Matthew](#); [Schrock, Rachel K.](#); [Favret, Jessica](#)
Subject: [Countydirectors] OSU Extension Computer Depot Model Update
Date: Monday, November 23, 2015 8:19:09 AM
Attachments: [image001.png](#)
[ATT00001.txt](#)

-Greg Davis, OSUE interim director; and Matt DeVore, CFAES chief information officer

To all county Extension directors:

A centralized computer depot support model was put in place for OSU Extension in fall 2012 to ensure effective management of Extension's computer assets and equipment costs during difficult budget cycles.

The main elements of this model include the following:

- Computers purchased with Extension funds and used for Extension business are the property of Extension and are supported by our IT technicians.
- Computers can be moved between units based on needs, which enables Extension to fully utilize up-to-date computers wherever possible with little/no downtime for the equipment. Units that no longer need a particular computer can save on costs.
- CFAES IT determines when a computer must be updated, replaced or decommissioned.
- Computers more than five years old should not be used in any office.
- Offices can pay for a computer over time, rather than make an up-front payment for the total cost. The cost of the computer is billed monthly over 36 months.

Bottom line – the program helps to make sure computers are ordered according to standard university and college specifications, units are decommissioned in a timely manner, and equipment is clearly owned by Ohio State.

Fortunately, budget situations have improved in many county/unit Extension offices and many offices would like to invest the cash balances they have available.

In October 2015, OSUE Administrative Cabinet approved a revision to the leasing option of the computer depot model. Offices that prefer to buy computers outright can now use their cash carryforward for the purchase. For units with limited cash, a leasing option is still available and a minimal (\$3) monthly finance fee will be charged.

We are updating all CEDs via this message, and all CFAES IT techs will also be informed about this update to the model.

In early December, each county/unit leader will receive a personalized update via the CFAES Finance Office that itemizes their office's specific equipment purchased and the current balance due on that equipment.

NOTE: Please wait until you get the note with specific details about your county/unit status before

you contact the CFAES Finance Office (Jessica Favret, Rachel Schrock) with questions.

Additional assistance available: Jessi and Rachel will also be on-site during the OSU Extension annual conference (Tuesday – December 8) to answer unit-specific questions in person. The specific time and location will be printed in the annual conference program.

Best regards, Greg and Matt



Gregory Davis

Interim; Director, Ohio State University Extension
2120 Fyffe Road, Room 3 Ag. Admin
Columbus, Ohio 43210
614-292-1842 fax: 614-688-3807
davis.1081@osu.edu
<http://extension.osu.edu>