

PROFESSIONAL DEVELOPMENT
COMPUTER HARDWARE/SOFTWARE
Last update October 10, 2016

*****FOR INTERNAL USE ONLY*****

If an item is deemed to be allowable below, it is not necessary to obtain A/P supervisor approval prior to processing the travel demand. If it is not listed, the County Administrator's Office makes final determination.

ITEMS APPROVED:

Computers (including desktop and laptop)
PC Monitors (Flat Screen TV with PC input is **not allowed**)
Portable Hard Drives
Printers
GPS systems
Digital Cameras
Lens for a Digital Camera
Blackberries, Palm Treos, I-phones with affirmation (**see below for list of departments with department-wide affirmations)
Personal Digital Assistant PDA capable devices and phones
Digital Pens (Smart Pen)
Electronic Book Readers e.g. Amazon Kindle
iPod Touch
iPhone
Software (no games)
Flash drives for computers
Smart Watches
LiveScribe Smart Pen
Routers

ITEMS NOT APPROVED:

Printer cartridges
Camcorders
Diskettes/CDs
Sundisks (for digital cameras)
Service contracts/warranties

The County Administrator's Office (CAO) has agreed to reimburse for the cost of blackberries, iphones and treos under professional development if the following are affirmed by the department and/or employee, as appropriate:

- Item has a relation to the employees professional development (enhances skills, knowledge, etc.)
- Item is not connected to County owned computers or other equipment
- It is recognized that DoIT or department IT staff will not provide technical support to the item
- The County will not pay for any connectivity or on-going costs (such as internet access) for the item

If the above affirmations cannot be made, or there are any questions relating to the above, please contact Lisa Driscoll at the CAO to obtain approval for reimbursement.

****Departments with department-wide affirmations:**

District Attorney
EHSD
Probation
Public Works
Health Services