

Technology Purchasing and Upgrading Guide

October 2011

Summary:

This document provides information of the local purchase of equipment. The equipment covered includes: flash drives, wireless routers, RAM, recommended sources for purchasing equipment and guidelines on upgrading the computer operating system to windows 7.

So that the AARP Foundation Tax-Aide can continue to purchase new equipment, AARP Foundation Tax-Aide has established the following guidelines:

1. **FLASH DRIVES** can be purchased locally at a cost no more than \$10 each. Flash drives are subject to the following quantity limits:
 - a. 1 Flash Drive (FD) for each personally-owned computer used in the program.
 - b. 1 FD for each site-owned computer used to run TaxWise in standalone mode.
 - c. 1 FD per shift at a site for movement of returns to the ERO station.
2. **WIRELESS ROUTERS** purchased for printing or TWO should be base level models. The Belkin "G" Router model F5D 7234-4 is a good choice and is available at several websites for less than \$40.
3. **MEMORY (See note below on memory upgrades)** may only be purchased for a computer that has a minimum 1 GHz Processor and a mother board that will support at least 1 GB of RAM. 1GB of RAM should not exceed \$40.
4. **NETWORKING AND OTHER COMPUTER HARDWARE** (including Switches and Cables) should be purchased in bulk where possible, using such sites as Amazon (www.amazon.com), CNA (www.cnaweb.com), Tiger Direct (www.TigerDirect.com), Buy.com (www.buy.com), Fry's Electronics (www.frys.com), and Newegg (newegg.com). To conserve funds, prices should be compared among sites to get the best value. Ethernet, USB and other cables are particularly reasonable at CNA (www.cnaweb.com) and Firefold (www.firefold.com). Five and eight-port Ethernet switches are available from CAN (www.cnaweb.com) for less than \$20.

Ordering materials online is typically less expensive and eliminates mileage costs. Many times, shipping is free and sales tax is not charged. Typically, shipping charges, if any, are less than local mileage and possibly sales tax.

5. **WINDOWS 7- We are asking at this time that you no longer order Window 7 licenses from Tech Soup.** With the **Microsoft Windows 7 Professional Grant** there is

Technology Purchasing and Upgrading Guide

October 2011

no longer a need to spend additional program funds on Windows 7 licenses. CCH/TaxWise has assured us that they plan to support Windows XP until Microsoft discontinues support of the software. Microsoft plans to support Windows XP through 2014. **If it is not urgent that your computers be upgraded, we ask that you not purchase additional memory locally at this time. TaxWise will not be moving to an all Windows 7 platform until 2014.**

As always, to help conserve as much of AARP Foundations Tax-Aide's limited funding as possible, please be prudent in the type and quantity of equipment purchased for upgrades and remember to follow the Reimbursement Policy located in the AARP Foundation Tax-Aide Policy Manual that (see the [Manuals, Policies & Procedures tab on the Extranet](#)).