

Technology Purchasing and Upgrading Guide

For the past several years AARP Tax-Aide has been able to replace broken and obsolete computers and printers with new, donated or refurbished equipment. To allow us to continue purchasing new equipment, the following guidelines have been established:

1. **FLASH DRIVES** have been removed from the Consumables list. Those purchased locally may cost no more than \$10 each. The following quantity limits also apply:
 - 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 \$50.
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 CNA (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-** Upgrades can be purchased through TechSoup for a cost of \$8.00. For additional information on TechSoup, see the Technology Tab on the Extranet.
Please be aware that the National Office is currently planning to budget for a bulk upgrade of computers to Windows 7. This budget will include software, additional memory, and replacement of computers that cannot be upgraded. If it is not urgent that your computers be upgraded, we ask that you not purchase additional memory locally at this time.

As always, to help conserve as much of AARP 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 Tax-Aide Policy Manual that (see the [Manuals, Policies & Procedures tab on the Extranet](#)).