

**Examples of Information to Include in the Business Case
When Replacement Personal Computers (PCs) Are Being Requested**

Provide a reconciliation between the PCs provided by the Michigan Department of Technology, Management & Budget (DTMB) (plus any previously approved county-provided PCs) and the IV-D full-time equivalent (FTE) count from the most recently submitted DHS-286 billing. If the number of PCs provided by DTMB and the county exceeds the IV-D FTE count, explain how each excess PC is used. Describe which PCs are being replaced and why they are being replaced. The replacement PCs can only be approved if they are being replaced because they are not working or it is being done under a county replacement cycle, or the PC must be upgraded to meet a new county business need (such as imaging).

If any of the PCs are laptops, describe the security features that will be used to meet the IRS security requirements, and verify that the laptop has no wireless connectivity features.

The following will be acceptable to demonstrate that no other data processing (DP) equipment is included in any cost allocation plan (CAP), internal service fund (ISF), or other billed central service arrangement that is not an ISF that is or has been or will be allocated or billed to the Friend of the Court (FOC) or Prosecuting Attorney (PA):

For a CAP, provide documentation that shows **one** of the following:

- No equipment costs are included in the most recently submitted cost plan allocation
- An equipment list that ties to the equipment cost allocated in the most recently submitted cost plan that shows that the equipment costs do not include PC or printer or monitor costs
- An equipment list that ties to the equipment cost allocated in the most recently submitted cost plan that shows the PC or printer or monitor costs are only those related to central service departments

For an ISF, or other billed central service arrangement that is not an ISF, provide documentation that shows **one** of the following:

- An analysis that shows the calculation of the current billing rates and that shows that the rates contain no equipment costs
- An analysis that shows the calculation of current billing rates and that shows that the equipment costs do not include PC or printer or monitor costs