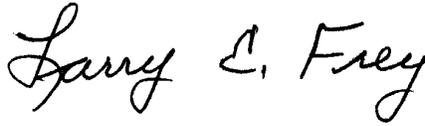


For: County Offices

ADP Supplies From KCMO

Approved by: State Executive Director

JLS:KM:km



1 Overview

A
Background County Offices shall order future available supplies from the KCMO Warehouse. By ordering supplies from KCMO, no charge or bill will be issued.

B
Purpose This notice replaces Oregon Notice IRM-78.

2 Action

A
County Office Action County Offices shall order ADP supplies, per Exhibit 1, from the KCMO Warehouse. Orders may be mailed direct or placed by fax using an FSA-159. When ordering ADP supplies, ONLY items from Exhibit 1 are to be included on the FSA-159. Each County Office shall anticipate and consolidate needs on one FSA-159 when possible. Order far enough in advance to allow for a six-week delivery time. County offices may call the State Office in emergencies since some of the items listed are also kept in stock at the State Office.

B
Mail Orders FSA-159 orders placed by mail are to be sent directly to KCMO as follows:
KCMO Warehouse
Attn: Mike Marcella
9240 Troost Avenue
Kansas City, MO 64131-3055

Send the original FSA-159 and the pink and blue "Receipt Copy" with the carbon intact. Do not send the State Office a copy. File one pending copy.
(Continued on the next page.)

Disposal	Distribution
May 1, 2002	A

Oregon Notice IRM-78

2 ACTION, *Cont.*

C

Fax Orders

The FSA-159 may be faxed to the KCMO Warehouse. The KCMO Warehouse FAX number is: (816) 363-1762.

Fax only the front side of the original to KCMO. Do not send any copies of the FSA-159 to the State Office or KCMO.

D

Contact

Questions regarding supplies can be directed to Dorothy Malone, KCMO-MSD at 816-926-6116 or the KCMO Warehouse at 816-363-1103.

KCMO WAREHOUSE	
TO ORDER: Complete FSA-159 request form and mail the original, the pink and the blue "receipt copy" to the attention of : Mike Marcella at the address noted in this notice, OR FAX only the front side of the original to KCMO Warehouse: (816) 363-1762	
Warehouse Item No.	Description
210	Black Ribbon for 4224 not graphic (IBM)
308	Ribbon for IBM 4214 printer (Centronics)
* 328	IBM 4214 Printhead
* 364	IBM 4224 Printhead Model 1 (all 4224's except STO Training System Printer)
365	Black Ribbon for 4224 (Graphic Printer)
440	Tape Cleaning Cartridge for A/36
479	Data Cartridge DC/9100 - For one GIG or higher Tape Drives
509	Labels (3 1/2" x 15/16) 3 labels across
** 510	IBM 4317 Laser Printer Toner Cartridge (See User's Guide P. 99)
510.5	IBM 4317 Usage Kit (fuser & roller) - max. order qty. = 1 (See User's Guide Page 104) (Always keep one on hand.)
*** 819	HP Laserjet 4M Printer Toner Cartridge (STO, Clack. and Marion)
520	Mailers for 5 1/4" Diskettes

* Return the used printhead to: **USDA-ASD KCMO Warehouse, Attn: Used IBM Sys/36 Printheads, 9240 Troost Avenue, Kansas City, MO 64131-3055.**

** Same as * but make the Attn: line: **Attn: Used IBM 4317 Printer Toner Cartridge.**

*** Same as * but make the Attn: line: **Attn: Used HP Laser 4M Printer Toner Cartridge.**

AG CREDIT SUPPLIES	
Warehouse Item No.	Description
* 802	Data Cartridge DC/6150 - 150 MEG (3B2 Use Only)
804	Ribbon for Genicom 3024 Printer
807	3.5" Diskette - formatted (10 per box)
809	8 1/2" x 11" Plain Kraft Envelope
812	Toner Cartridge for Canon BJ-101 (Inkjet Cartridge) (Order from STO until further notice)
813	3" Black Binder
819	Toner Cartridge for HP Laserjet 4 - 4M & 5M
** 823	Lexmark 4039 Printer Toner Cartridge
FmHA Item 221	Envelope "Record Security Instruments" 9" x 12" with 1 1/2" Expansion

* **IMPORTANT** each county office should have at least 15 3M Brand DC 6150 tape cartridges for 3B2 backup purposes. Please use these exclusively for 3B2 Backups.

** Return the used cartridge to: **USDA-ASD KCMO Warehouse, Attn: Used Lexmark 4039 Printer Toner Cartridge, 9240 Troost Avenue, Kansas City, MO 64131-3055**

PC Related SUPPLIES	
Warehouse Item No.	Description
751	Magenta Inkjet Cartridge for HP 2500CM Color Printer
753	Yellow Inkjet Cartridge for HP 2500CM Color Printer
755	Black Inkjet Cartridge for HP 2500CM Color Printer
757	Cyan Inkjet Cartridge for HP 2500CM Color Printer
752	Magenta Print head for HP 2500CM Color Printer
754	Yellow Print head for HP 2500CM Color Printer
756	Black Print head for HP 2500CM Color Printer
758	Cyan Print head for HP 2500CM Color Printer
759	Toner Cartridge for HP Laserjet 4050N Printer (C4127A)
760	Black Print Cartridge for 340Cbi Color Portable Printer (51633M)
761	Color Printer Cartridge for HP 340Cbi Portable Color Printer (C51625)

Also, if you have any of the following used items sitting around your office, please return to the address listed below, so they can be reconditioned for future use.

4214 Print head

4224 Print head

Usage Kits for 4317 Printers

Please return these items to: KCMO Warehouse, 9240 Troost, Kansas City, MO 64131-3055.

Questions? Call Patti Warner at (816) 363-1103.