

For: FSA State and County Offices

Equipment Requests for FY 2000

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Each year, MSD requests that State and County Offices prepare FSA-528 and submit their equipment needs for the upcoming FY to MSD.

Note: This is only a requirement for the State and County Offices in FSA. SSB is exempt and should not be included.

B

Purpose

This notice notifies State and County Offices that:

- offices shall only request equipment items that are essential
- FSA-528 (Exhibit 1) is due to MSD **no later than October 15, 1999.**

C

Contact

If there are any questions, contact either of the following.

Subject	Contact	Telephone
Non-ADP Equipment	LaShawn Lucas, MSD	202-720-4766
ADP Equipment	Lorraine West, ITSD	202-720-0914

Disposal Date	Distribution
March 1, 2000	State Offices; State Offices relay to County Offices

Notice AS-1997

2 Requesting Equipment

A

State Office

State Offices shall:

Action

- request County Offices to prepare and submit FSA-528
- take the following actions.

Step	Action
1	Thoroughly assess FY 2000 equipment needs.
2	Exclude any requests for ADP equipment, software, telephone systems, or FAX machines. These requests shall be submitted separately to ITSD with justification through EDSO.
3	Follow Federal Supply Schedule (FSS) prices, when possible.
4	Verify all figures, and round up to the nearest whole dollar amount.
5	Provide a justification for miscellaneous requests exceeding \$50,000.
6	Submit to the State Office for review and approval.

After the County Office requests have been received, State Offices shall take the following actions.

Step	Action
1	Review and approve only essential equipment items.
2	Ensure the County Offices exclude any requests for ADP equipment, software, telephone systems, or FAX machines.
3	Follow FSS prices, when possible.
4	Verify all figures, and round up to the nearest whole dollar amount.
5	Ensure the necessary justifications have been provided for miscellaneous requests exceeding \$50,000.
6	Consolidate all County Office needs into 1 request.
7	Enter total for all County Office needs as 1 request on Exhibit 1.
8	Submit to MSD for review and approval by October 15, 1999.

Continued on the next page

Notice AS-1997

2 Requesting Equipment (Continued)

A
State Office Action (Continued) State Offices shall take the following actions to develop State Office equipment needs.

Step	Action
1	Develop equipment needs and enter on Exhibit 1.
2	Request only essential equipment items.
3	Do not include any requests for ADP equipment, software, telephone systems, or FAX machines. These requests shall be submitted separately to ITSD with justification through EDSO.
4	Follow FSS prices, when possible.
5	Verify all figures, and round up to the nearest whole dollar amount.
6	Provide a justification for miscellaneous requests exceeding \$50,000.
7	FAX the State and County Office equipment needs in Exhibit 1 to LaShawn Lucas, MSD, at 202-720-6543, by October 15, 1999 .

3 Special Instructions

A
Special Instructions for All Offices Include compliance and grain test equipment on the County Summary FSA-528.
State and County Offices **must not include** ADP equipment on FSA-528 (Exhibit 1).

B
Telephone System and FAX Machine Requests All offices shall submit separate requests for telephone systems and FAX machines with justification to ITSD through EDSO for review and approval. **Do not** include on FSA-528.

C
Recommendations It is recommended that all offices adhere to the following:

- purchase lateral files instead of vertical files
- when purchasing chairs, select chairs that are ergonomic and are a neutral color.

FSA-528, Equipment Budget Information

REPRODUCE LOCALLY. Include form number and date on all reproductions

FSA-528 (09-23-99)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency			1. State Office IOWA	3. Fiscal Year 2000	
EQUIPMENT BUDGET INFORMATION					2. County Office --		
(Report Control No. MS-551R)							
Enter in Item 4 the total amount you are requesting for items that individually cost less than \$5,000.					When allocations are approved, amounts in Item 5 below will be filled.		
4. AMOUNT REQUESTED →				\$ 9,834.00	5. AMOUNT APPROVED → \$		
A. CATEGORY	B. DESCRIPTION	REQUESTED			APPROVED		
		C. PRICE	D. QTY.	E. TOTAL	A. PRICE	B. QTY.	C. TOTAL
Copiers	Digital 60-65 CPM	\$ 5,000	3	\$ 15,000			
Mail Equipment	Envelope Printer	\$ 9,000	1	\$ 9,000			
	Pitney Bowes Mailing System	\$ 10,000	1	\$ 10,000			
Furniture	Track Shelving	\$ 10,000	2	\$ 20,000			
6. REQUESTED TOTAL <i>(Item 4 plus Item 4E sums) →</i>				\$ 63,834	7. APPROVED CATEGORY TOTAL → \$		
					8. GRAND TOTAL → \$		