

For: State Offices, Except AK and HI

Disposition of Ascentia (AST) Laptops

Approved by: Administrator



1 Shipping AST Laptops to Kansas City

A

Background

AST laptops issued to COR's in 1997 were replaced with Gateway laptops in February 2001. A decision has been made to ship all COR AST laptops to Kansas City.

B

Purpose

This notice provides instructions for shipping AST laptops to Kansas City.

C

Shipping Instructions

Each COR that has an AST laptop shall send the AST laptop, including the power cord and power pack, and a carrying case to Kansas City.

Note: COR's should have several carrying cases that they have received over the years. Any carrying case, except for Gateway cases, may be sent.

COR's shall pack the AST laptop for shipment in a manner that will protect it from damage. Send the laptop by FedEx to the following recipient as soon as possible, but no later than December 20, 2001:

Recipient's Name: Larry Harris
Phone: 816-363-1103
Company: Farm Service Agency
Address: 9240 Troost Ave
City/State/Zip: Kansas City, MO 64131.

The package shall be shipped using third party billing. The account number to be used for billing will be provided to each COR by email.

Disposal Date	Distribution
June 1, 2002	State Offices; State Offices relay to COR's