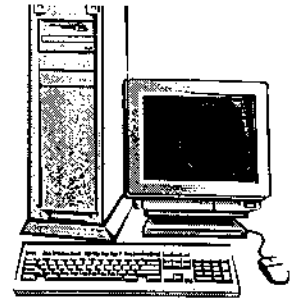




DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950



LAWTON CHILES, GOVERNOR


WILLIAM H. LINDNER, SECRETARY

December 9, 1997

Suite 315

MEMORANDUM NO.: 12 (97-98)

TO: State Agency Insurance Coordinator Addressed
State Department and University Purchasing Office Addressed

FROM:  George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: Electronic Data Processing
Equipment Insurance Workshop

The Department of Management Services, Arthur J Gallagher & Company and Royal Insurance Company has scheduled two Electronic Data Processing Insurance Workshops on Thursday, January 8, 1997. Two workshops are being scheduled in order to accommodate all interested parties. You may schedule for the morning or afternoon workshop.

This workshop will include a general overview of the coverages, policy information, policy conditions, reporting procedures and claims. Coverage will be provided for equipment on premises, temporarily at other locations, or in transit.

The workshop will be held at the location listed below (see attached sheet for directions):

Location: Department of Management Services
4050 Esplanade Way, Room 301
Tallahassee, Florida 32399-0950

Time: 8:30 a.m. - 12:00 p.m.
OR
1:30 p.m. - 4:30 p.m.

We encourage all State Agencies and University Personnel including property insurance coordinators and any other interested party to attend this workshop. Please call Theresa Dollar at (904) 488-7516 or Suncom 278-7516, to reserve your time slot.



Driving Directions:

From Tallahassee Regional Airport: Take Hwy 319 North approximately 8 miles to Shumard Oak Blvd (traffic light), turn right at traffic light, turn left on Esplanade Way, park in front of building 4050.

From Interstate 10: Arriving from the East, take exit 31A, arriving from the West, take exit 27, for Hwy 90 West to Tallahassee, turn left at Hwy 319 South to Shumard Oak Blvd (traffic light), turn left at traffic light, turn left on Esplanade Way, park in front of building 4050.

From Hwy 27 or Hwy 90: Take Hwy 319 South to Shumard Oak Blvd (traffic light), turn left at traffic light, turn left on Esplanade Way, park in front of building 4050.

Workshop will be held on the third floor.

