



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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COMMISSIONER OF ADMINISTRATION

May 9, 2006

MEMORANDUM OSRAP 06-21

TO: Agency Fiscal Officers

FROM: Afranie Adomako, CPA
Director

SUBJECT: Reporting of Disposed Property (Protégé Users)

Many State movable property assets have been damaged or destroyed by Hurricanes Katrina and Rita, and may have been discarded. This memo is to request that your entity report its discarded property in Protégé, the State's system of record. Officials with the Louisiana Property Assistance Agency (LPAA) have expressed concern that only a few assets have been reported as being discarded since Hurricanes Katrina and Rita, although LPAA and OSRAP expected the number of discarded assets to be high. If your entity has movable property that has been damaged or destroyed that will not be restored **and** will not continue to be used in a damaged condition, it should be disposed of and removed from Protégé.

(LPAA) requires agencies to report their discarded assets in Protégé. **Discarded assets must be removed from the State's inventory list via disposal transfers in Protégé by the end of the fiscal year for financial reporting purposes.** In the event your Property Manager has not returned to work, please contact Susie Barthel, (225) 342-6890, at LPAA for assistance. LPAA will provide clerical staff to accomplish this task.

Should you have any questions or need additional information, please contact Inga Kimbrough at (225) 342-5509.

AA/IK/rl