

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Louisiana Federal Property Assistance Agency

NOTICE

**Vehicle "Trade In"
Procedures for State
Agencies**

When purchasing a vehicle from LA Federal Property, state agencies must obtain the warehouse write-up and bring it to State Property to be approved. The write-up approval must be signed by Rick Janis, Floyd Rector, Steve Bice, or Susie Barthel and returned to LA Federal Property before the invoice is produced and the vehicle is released.