

Brickyard News

Special points of interest:

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Auction Information

The next two auctions will be on May 9th and June 13th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

Request for Personal Assignment/Home Storage (MV-2)

Please note that if you have not submitted Personal Assignment/Home Storage requests for the 2009-2010 fiscal year period for your agency's fleet vehicles, **the deadline is approaching**. Any approvals from fiscal year 2008-2009 will expire as of June 30, 2009. The Louisiana Administrative Code .34.XI Fleet Management Regulations states:

“Annually, it shall be the responsibility of the agency transportation coordinator to insure that a Home Storage Agreement form (DOA form MV-2) is completed and forwarded to the state fleet manager by **May 1** and is signed and approved by the commissioner in order to continue home storage into the new fiscal year beginning July 1. Any home storage approved by the commissioner during the year **shall expire June 30** and renewal will require submission of a Home Storage Agreement (DOA form MV-2) as described above. “



If you have requests for personal assignment/home storage for the 2009-2010 fiscal year, that have not been sent to LPAA, please send them in as soon as possible. Keep in mind that you must also request the assignment in AMS. Contact Rick Janis, Interim State Fleet Manager, at 225.342.6855 or by email at Richard.janis@la.gov for further information.

Online Options!

LPAA released the Web Surplus module in July 2004.

This online services allowed agencies to search for items currently in our warehouse and place them on hold. To access this you needed an ID and password. With the upgrade of Web Surplus last month, you no longer need an ID and password to access it. You can view LPAA's warehouse online at the click of a button. The only downfall is your agency can not place items on hold or be put on a waiting list for items. If you see something you are interested in, jot down the asset number (beginning with 99801) and visit our warehouse to view the item. Keep in mind that Web Surplus has nothing to do with the public auction and is for agency use only. It can be accessed from our website at the following address:

www.doa.louisiana.gov/lpaa/surplus.htm

If you are looking to purchase surplus property for personal use, we have a new way to do so. As many of you know, we currently have one live auction a month, and also auction property off via the internet on GovDeals.com. We are proud to announce our participation in online auctions through **www.LPAAsurplus.com**. We understand some people can not make it to each live auction, so this is another way to participate and acquire surplus property. We will continue to have our monthly live auctions, along with auctions via the internet.



If you have any questions about auctions, please contact the Auction Department at 225-342-6854.

Internal Procedures

Internal procedures are a mandatory part of the property/fleet management process. Did you know LPAA should have a copy of your agency's internal procedures on file or it could be an audit finding? If you are not aware of any, now is the time to write them. Here are a list of things that should be included in every agency's internal procedures. Keep in mind this is just an example and your agency may require much more detail. If you have any questions, you can forward a copy to your Compliance Officer for review.

Property/Fleet Control Procedures



- Establish who your Property Manager (PM) and Fleet Manager (FM) is. This person should be designated by the agency head. What does your agency do when a PM/FM is replaced? Do you have a copy of their designation form in your property records?
- List how new acquisitions should be handled. What is the process of adding them to AMS? Does everyone know new assets should be added within 60 days of receipt? Are gifts, loans, donations, and other transferred acquisitions handled the same? How do you obtain property tags? Who should be tagging the asset?
- Be sure employees know how to maintain assets. Who changes the location code in AMS if an item moves? Do employees know to tell you when an item moves or leaves for repairs? What do employees need to do to get a replacement property tag? If an asset receives an upgrade, what are the procedures? Who is tracking assets that are on loan, temporary removed by an employee, or out for repair? What are the steps for stolen property?
- Steps to transfer/dispose of property. What are the procedures in your agency for transfers? Who determines if it should be scrap or surplus? What do employees need to do if they need to dismantle an asset? Does your agency deliver surplus property or request it to be picked-up by LPAA? Do all employees know that assets to be surplus must have the transfer number on the asset before it can be picked-up or delivered? Who is ultimately responsible for creating the transfer in AMS?

Annual Inventory Procedures

- Explain in detail the procedures for conducting an annual inventory. Who conducts inventory? Do you know when to do inventory? Does the PM know to send in the Notification of Inventory Form prior to beginning inventory? Which inventory procedure does your agency use? Does your agency use inventory scanners? What happens if a tagged asset is found with no tag, or a damaged tag? Do your employees know what to do when items are not located? How does your agency report unlocated items? Who is responsible for completing the inventory paperwork? Who makes sure a copy of your inventory is mailed to the Legislative Auditors Office? What do your employees need to know at inventory time?



Maintenance of Files and Records



- Copies of required documents must be maintained for three (3) years plus current.
- Internal Procedures. Well written internal procedures allow property/fleet managers and employees to have a working knowledge of your property program.
- Location Index. This needs to be on file with LPAA also. It should list your location codes with actual physical locations. For example, COMPLIANCE = 1059 Brickyard Lane, Baton Rouge.
- Certifications of Annual Property Inventory with approval/disapproval letters from LPAA. This should also include the working papers and print-outs from conducting inventory.
- Inventory notifications should be included in this packet.
- Acquisition logs with documentation. Do you keep a copy of the PO or Invoice?
- Transfer records. Keep a list of your pending and completed transfer files along with a transfer log. Does your agency keep signed copies of surplus transfers once picked-up or delivered?
- Correspondence Files. Are you keeping pertinent information from your Compliance Officer or property/fleet related materials?
- Fleet Forms. Do your employees know what MV-3s, MV-4s, MV-2s, and other fleet forms are for? Do they know how to accurately complete them?



Although this is not a complete list of things you need to have in your internal procedures, it's a good start to updating them or writing new ones. If you have any questions, feel free to contact your Compliance Officer.

Keeping Updated

LPAA stresses to keep your information updated in the system. If it is a phone number, fax number, email or physical address, we need to be able to get in touch with you or your agency. Every time a mass email is sent out, about 200 emails bounce back as undeliverable. This means that people who need the information we are sending out are not getting it. If an email address in AMS is incorrect its obvious that person will not get this issue of the Brickyard News. That's when I need your help. If you have received this, please view your agency's organizational detail and let us know if any emails or phone numbers are incorrect. Rumors have surfaced that numerous agencies are going to the "@la.gov" email addresses, but only a few people have notified us of their updated email. To view your agency's organizational detail, go to Contacts > By Agency > enter your agency number and click Search. Please take the time to view your agency information and contacts information. We expect this to be done and updated by July 1st. Please email the updates to rebecca.kleinpeter@la.gov. Thanks in advance for your help in keeping all of us in compliance.



Go Green! Recycling of Electronics

The Office of State Purchasing has awarded a statewide contract for the RECYCLING OF MERCURY CONTAINING PRODUCTS AND E-WASTE. Emphasis must be made that **you must have LPAA's approval and an approved scrap transfer before utilizing this contract.**

If your agency has broken electronic equipment which contains mercury (such as monitors, TVs, circuit boards, printers, etc), **your first step in disposal is to create a transfer in AMS to scrap these items.** Scrap transfers are for items of zero resell value and/or broken beyond repair. Once your agency has received an approval online to scrap electronic equipment, you may use this contract to ensure these type of items are being disposed correctly and in an environmentally friendly manner. Here is the contact information:



Agency: PROGRESSIVE IMAGING CONSULTANTS LLC
 Contact: Bryan A Vincent
 Email: marketing@pic-llc.com
 Phone: (985) 871-8096

The contract can be found on State Purchasing's website by searching for contract number 407843 or at the link below.

<https://ecat.doa.louisiana.gov/ecat/external/externalContractDetail.sdo?docId=407843>

From the Auditors

- We remind agencies on a regular basis of the information needed in the remarks section of transfers. It has become clear that transfer remarks continue to lack pertinent information. **If you create a transfer to surplus and you want LPAA to pick that transfer up, your remarks section must have a contact name, phone number, and email address along with the physical address of where the property is located.** If your transfer lacks this information and we have to research it, it is subject to be placed in a pending file. To avoid time lapses in pick-ups, please put the pertinent information in the remarks. If you have questions on what to put in the remarks section of any transfers, contact your Compliance Officer.

