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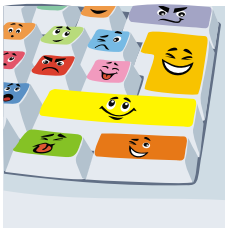
November 2009

Brickyard News

Louisiana Property Assistance Agency



Special points of interest:

- LaGov Updates
- Alternate Contacts
- Preference Buyers
- CLK Reminders
- Pick-ups & Deliveries
- Important Reminders
-

Auction Information

The next two auctions will be on November 14 and December 12 . 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

LaGov Updates

First, we would like to apologize for the slowness and interruptions experienced in Incircuit for the months of September and October. All of the issues were from hundreds of people completing inventory clean-up as requested by the LaGov Statewide ERP Financial System. On Thursday, 10/22/2009, the following email was sent from the LAGov-ERP Support Team:

> We would like to thank all of you for your time and support of the LaGov project. As you are likely aware, yesterday a press release was issued that altered the LaGov deployment strategy.
>
> Instead of implementing all agencies in July of 2010, LaGov will "go live" with a pilot program at the Department of Transportation and Development (DOTD) in October of 2010 to address the critical needs of DOTD. The benefit of having DOTD as a pilot is that implementation issues can be addressed and "lessons learned" applied to mitigate risks that may be involved for a rollout of LaGov statewide. More details can be found in the press release.
>
> Should you have any questions or concerns please email the LaGov Project at: LaGov-ERP-Support@la.gov.
>
> Thank you again for all of your time, effort and support.

Following that email, on Tuesday 10/27/2009, this email was received from the LAGov-ERP Support Team:

> We would like to inform you of the recent change in direction of the LaGov project and the affect on the data collection effort. As outlined in the email below, the LaGov ERP Project has altered its deployment strategy with a pilot program at the Department of Transportation and Development (DOTD). Therefore, the data collection effort that is currently being performed by non-DOTD agencies is no longer necessary at this time. If your agency has completed or is near completion of their data collection effort, please forward your data so that we may save and make available to your agency at the start of the next phase.
>
> We would like to thank all of you for your time and support of the LaGov project. Should you have any questions or concerns please email the LaGov Project at: LaGov-ERP-Support@la.gov.

We understand that many of you have already done the requested clean-up, which will be beneficial to your agency in the future. If you have any questions for the LAGov-ERP Team, they can be reached at lagov-erp-support@la.gov. Many of you were upset that Incircuit would be done away with, so enjoy it while we are able to use it, and utilize it to the fullest advantages for your property and fleet management needs.

Who Should I Contact?

LPAA is a very small agency, so finding help and answers to your questions is very easy. Most people find their answers in contacting Rebecca Kleinpeter. When people have questions about scheduling pick-ups and confirming pick-ups, they contact Angela Barker. Both ladies are happy to announce they will be out of the office a few weeks. Rebecca will be having a baby boy on Thanksgiving, and Angela will be having a baby boy at Christmas.
In preparation of their absence, we wanted to touch base with everyone and let everyone know of alternate numbers and people to contact.

One of the biggest things affected is passwords. Since July we have requested users go to www.incircuit.com and click the "need help signing in" link to request a password. Many people continue to email Rebecca directly, but come December it won't be much help. Be sure to request support using the proper support links in Incircuit.

If your agency has compliance questions, you can contact one of the following people:
Floyd Rector, Compliance Supervisor—Floyd.rector@la.gov—225-342-6852
Rick Janis, State Fleet Manager—Richard.janis@la.gov—225-342-6855
Aggie Higginbotham, Auditor—aggie.higginbotham@la.gov—225-342-6858
John Gilbeaux, Auditor—john.gilbeaux@la.gov—225-342-4324
Stan Aaron, Auditor—Stanley.aaron@la.gov—225-342-3022
Tom Lohman, Auditor—tom.lohman@la.gov—225-342-3479
Sheryl Ferguson, Clerical Supervisor—Sheryl.ferguson@la.gov—225-342-6851

LPAA's main line—225-342-6849
LPAA Administrative Office—225-342-6890
LPAA fax—225-342-6891

As always, many answers to your questions can be found on our website along with a complete list of contact information. www.doa.la.gov/LPAA.

Preference Buyer Program

Did you know that state agencies are not the only organizations allowed to purchase state surplus property? In accordance with Louisiana Revised Statute 39:330 preference in the acquisition of surplus state property authorized for disposition shall be given to state agencies, political subdivisions of the State of Louisiana; other governmental agencies; private elementary, secondary, or proprietary schools; independent colleges or universities, and charitable, educational, or religious organizations . Approved agencies are put into buyer tiers and are allowed to purchase directly out of the LPAA warehouse without going to an auction. Items purchased must be used only by the authorized agency. If you are interested in obtaining a Preference Buyer Application or learn about the rules to become a Preference Buyer, please visit LPAA's website.

CLK Reminders

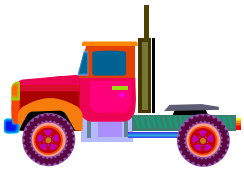
As a reminder, the CLK program is still in full effect. Although CLK is mainly picking up in Baton Rouge and surrounding areas, they are willing to travel further for full truck loads. CLK's coordinators have given us a breakdown of how many pieces they are willing to travel for.

CCRC Capital Area Corporate Recycling Council

Shreveport – 200-300 pieces
Alexandria – 150 pieces
Baton Rouge – any amount
Monroe – 200-300 pieces
Lafayette – 150 pieces
Lake Charles – 150-200 pieces
New Orleans – 100 pieces

Please continue to put computers and monitors on a transfer separate from other surplus items. While Rebecca is out, Sheryl Ferguson will be LPAA's CLK Coordinator. She can be reached at 225-342-6851 or Sheryl.ferguson@la.gov.

Surplus Pick-ups & Deliveries



According to the LAC 34:VII.501.G, all surplus items must clearly be marked with the approved transfer number and located in an easily accessible area. If a pick-up is scheduled for your agency, the truck driver arrives and your items do not have the
transfer number on the items, it will not be picked up. Same applies to deliveries. If your agency delivers property to the LPAA warehouse and it is not marked with the transfer number, it will be rejected. How do you put the transfer number on the item?
Most commonly, a sheet of mailing labels are used. Please do not write the transfer number directly on the item, this lowers resell value. We ask that you **do not** remove the original property tag. This helps us verify items when receiving it into our warehouse and removing it from your inventory.
Having your surplus items in an easily accessible area will benefit everyone. Our truck drivers have multiple stops each day and are only allowed a certain amount of time at each stop. Keep the items in a centralized location. You will know ahead of time when the drivers are coming and approximately what time they will be there. This way, they can get in and out quickly. Allowing them, and you, to get back to other business.

Important Reminders

- When surplusing items that require special attachments or plugs to work, please send them to surplus along with the original asset. For example, be sure to send power cords with monitors. LPAA's mission is to provide surplus property to other state agencies or municipalities at a reduced cost. When items are sent without their attachments it is very hard to place it into another agency.

- When doing your annual certification of inventory, if your agency has 3rd year discrepancies that need to be removed from the system, do so before you turn your inventory in. The transfer will remain pending in AMS until your certification is reviewed by Floyd. Also, we can not complete your certification without the original, so if you fax a copy in, be sure to drop the original in the mail.
- Trainings have been going well for the past few months. If you were unable to attend one of the previous trainings, you can contact your Compliance Officer for one-on-one training.
- Be sure to send in your location index or internal procedures each time you update them.
- If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager. If you would like to make an employee an authorized counter sales purchaser, complete an Authorized Counter Sale Purchaser form signed by the property manager and fax it to us at (225) 342-6891.
- Our offices will be closed November 11th, November 26th & 27th, and December 25th.
- The Change Request History report is ideal in seeing which assets have been unlocated or relocated. It says who requested it, when they requested it, who approved it, and the remarks for it.
- Is your agency moving? You need to contact your Compliance Officer when your agency decides they are going to move. LPAA needs advanced notice so we can schedule trucks, personnel, and warehouse space for any surplus furniture from an agency move.
- A change request on an asset status should only be completed when an asset is UNLOCATED or INACTIVE. The change request can only be done to make the asset back ACTIVE. Please do not do a change request to unlocate your property. To report missing assets, type in the current year in the "Unlocated Year" field and click Save.