

# Brickyard News

*Louisiana Property Assistance Agency*

## Special points of interest:

- LPAA Personnel Updates
- Inventory Paperwork
- Tidbits and Don't Forgets



## Auction Information

The next two auctions will be on February 13th and March 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](http://www.doa.louisiana.gov/lpaa)

## LPAA Personnel Update

### Faces are changing around LPAA!

*Compliance Supervisor*—After more than 20 years at LPAA, Floyd Rector has decided to retire. His last day was January 8th.

*Compliance Manager*—Rick Janis has been promoted to the Compliance Manager, and is currently working with the Compliance and Fleet departments.

*Compliance Officer*—Please welcome Andy Collier, our newest Compliance Officer. His phone number is 225-342-3022 and email is [Andy.Collier@la.gov](mailto:Andy.Collier@la.gov).

*Leaving LPAA*—Warehouse Supervisor, John Mathis will be moving to another state agency this month. Also, Stan Aaron and Angela Barker are no longer employed at LPAA.



### How does this affect you?

We are currently working on re-issuing agencies to different Compliance Officers. This is normally done every two years. When completed, we will send out the list of agencies assigned to each officer in a separate email.

Surplus pick-ups are currently going through Veronica Day. She can be reached at 225-342-6861 or [Veronica.Daye@la.gov](mailto:Veronica.Daye@la.gov).

Rebecca Kleinpeter has returned from maternity leave. She is happy to announce the birth of a healthy baby boy on November 28th. Feel free to contact her with compliance issues and questions.

## Submitting Annual Inventory/Certification

According to the LAC, "the agency property manager shall conduct a complete physical inventory of the property owned by the agency each fiscal year..." Out of courtesy LPAA notifies agencies 60 days in advance of their inventory due date. Thirty days prior to beginning inventory, your agency should notify LPAA by using the Notification of Inventory form on LPAA's website. If you need to know when your due date is, in AMS go to Contacts > By Agency > type in your agency number > Search. This will bring up your organization detail and list your agency's information.

Once inventory is completed, the original must be sent to LPAA. Enclosed in the packet should be the following:



- The Certification of Annual Property Inventory Form
- The last page of your inventory print-out
- An unlocated report and explanations of unlocated items
- A transfer for any 3rd year discrepancies
- **\*\*NEW\*\*** A location code index

Please be sure to include everything requested or it will not be completed. If you need to see a sample location index, email your Compliance Officer.

## Information Tidbits and Don't Forgets

### Fleet

- Its time to start updating Personal Assignment and Home Storage Requests! Personal assignment and home storage of a state vehicle is prohibited unless approved on a Personal Assignment/Home Storage Request Form (MV-2). It is the responsibility of the fleet manager to insure the MV-2 is completed and a request is made in AMS. These forms are renewed annually and must be received by May 1st. Any current assignment will expire June 30th.
- Daily Vehicle Usage Logs (MV-3) should be approved by the appropriate supervisor and forwarded to the fleet manager by the third working day of each month. This data must be entered into AMS by the 30th day of the following month. The MV-3 must contain accurate information on miles traveled, repair/maintenance costs, operating (gas) costs, initials, and location/trip information.
- Be sure your agency is completing preventative maintenance for each fleet vehicle. If not completed, this information will be reflected in the Vehicle Past Due Maintenance Report.
  - It shall be the responsibility of the agency transportation coordinator to insure that records are kept on all mileage reimbursement to state employees that have used privately owned vehicles to travel on state business. This reimbursement information shall be reported **monthly**, by using a MV-7, to the state fleet manager no later than the thirteenth day following the end of the month to which the report pertains. A more extensive report on mileage reimbursement shall be filed with the state fleet manager for each **fiscal year** by the thirtieth day following the end of the fiscal year.



### Compliance

- Each agency shall maintain a location index. Any time your agency's index changes, a revised copy must be sent to LPAA. Annually, when agencies submit their inventory/certification, a location index must be added to this packet.
- Be sure your surplus items are clearly marked and in an easily accessible area before LPAA drivers get there to pick them up. The drivers have multiple stops and the more organize the surplus property is, the quicker we can move the items and be out of the way.
- When you surplus items, please be sure to surplus each part of the item. For example, it is hard to resell a projector to another agency if you do not surplus the power cord that goes with it. Please be sure to surplus all pertinent cords or adapters to assets.
- When surplus medical equipment, be sure to remove any drugs, needles, etc from any drawers, shelves, or cabinets. We can not resell these items and will not accept them into the warehouse.



Customer Login

Username

Password

Database

Service

[Need help signing in?](#)

- If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager. This approval can come as a written memo or on the State Agency Counter Sales Purchaser Update Form. Please fax this information to 225-342-6891.
- If you are requesting a password reset, it must go through Incircuit's webpage. Go to [www.incircuit.com](http://www.incircuit.com) and click "Need Help Signing In". Follow the steps, and be sure to use your full name, correct email, and phone number. Your password will be reset and emailed to you shortly after.

