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Brickyard News

Louisiana Property Assistance Agency

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Auction Information

The next auctions will be on March 12th and April 9th. 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

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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

Completing a More Efficient Inventory

According to the LAC 34:VII.313.A, every state agency is required to complete a physical inventory of the property owned by the agency each fiscal year and no more than 12 calendar months since the last. AssetWorks offers a more efficient and quicker way to conduct annual inventory. AssetWorks' Scan & Validate (S&V) is a hosted service that includes unlimited technical support. With user-friendly configuration utilities, Scan & Validate becomes a customized extension of the Asset Management System (AMS). The scanner software is configured with AMS and your existing field names, location codes and all relevant data. The scanners are available on state contact and offer numerous benefits in inventory management. Benefits include:

- **Save Time Doing Inventory.** S&V drastically reduces the cost and duration of inventory by automating every aspect of the physical inventory process.
- **Improves data accuracy** by eliminating manual input at all stages.
- **Minimize the learning curve** by using your existing field names, location codes, and all other relevant data.
- **Simplify reconciliation** with an easy-to-use visual comparison of collected and original data.
- **Secure data integrity** with validation rules and optional approval routing

If your agency is interested in obtaining inventory scanners, contact AssetWorks at 800.963.1950 or www.incircuit.com.

Personal Assignment/Home Storage Forms (MV-2)

Please note that if you have not submitted Personal Assignment/Home Storage requests for the 2011-2012 fiscal year period for your agency's fleet vehicles, **the deadline is approaching**. Any approvals from fiscal year 2010-2011 will expire as of June 30, 2011. The LAC 34:XI Fleet Management Regulations state:

"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 2011-2012 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, Compliance Manager, at 225.342.6855 or by email at richard.janis@la.gov for further information.

Frequently Asked Questions

As LPAA always says, we are Louisiana Property **Assistance** Agency, and we are here to help. Here are a few frequently asked questions we answer on a regular basis:

- **What types of items need to be put on inventory?** All items of moveable property having an original acquisition cost or fair market value of $1,000 or more and all weapons must be inventoried. This includes gifts and donations. *LAC 34:VII.307.A.*

- **What is a property tag?** Each item which meets the definition of moveable property must be identified with an identification tag, which most people call a property tag. These tags bear a unique number and barcode for each inventoried item. These tags are requested through LPAA via the Request for Property Tags form on LPAA's website. They can be ordered in any quantity and various colors. LPAA can also make non-tagged property tags. Items that are not required to be inventoried can bear an optional tag with the agency name, agency number, and zeros as the tag number. These tags are good deterrents for theft. *LAC 34:VII.309.A*

- **How do I create a property location index?** The property location index is used to keep track of the physical location of property within the agency. This index must be kept current and submitted to LPAA after any modifications and with the annual inventory certification. To create a location index, download your agency's location codes from AMS (see AMS Hints article). With the codes, create a cross-walk of information. Here is an example:

  0001 = Compliance Section at 1059 Brickyard Lane
  0002 = Administration Section at 955 Brickyard Lane
  0003 = Auction Office at 1255 Brickyard Lane

- **Do I need to let LPAA know when I start inventory?** Yes. The agency property manager must notify LPAA in writing 30 days prior to beginning inventory. This allows LPAA to supervisor or observe any or all part of the inventory process. *LAC 34:VII. 313.B*

- **When doing inventory, what do I do if I have unlocated items?** Items not located during inventory must be put in "unlocated" status in AMS, and your agency has three years to find the item. During the three years, efforts must continue to locate the missing inventory. When the unlocated items are found, submit a change request in AMS to reactivate the item. *LAC 34:VII.313.f.10*

- **How do I dispose of property the agency no longer needs?** No property of any agency shall be sold, transferred, assigned, or entrusted without the permission of LPAA. If your agency has items no longer being used, the property manager must do a transfer in AMS to surplus the items. When surplusing items, the agency has the option to deliver to LPAA or have LPAA pick up the transfer. Each item scheduled for transfer must be marked with the transfer number and located in an easily accessible area.

- **What information should I submit to surplus a vehicle?** When surplusing a vehicle, the property or fleet manager will need to create a surplus transfer. Please put one vehicle per transfer. Prior to delivering the vehicle, the agency must send LPAA the transfer, original title, and a condition report. Vehicles must have a title before LPAA can receive them. Duplicate titles can be obtained through the Department of Motor Vehicles.

- **What are the noncompliance penalties?** The commissioner shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of property rules. When an agency is found to be in noncompliance, here are the penalties:

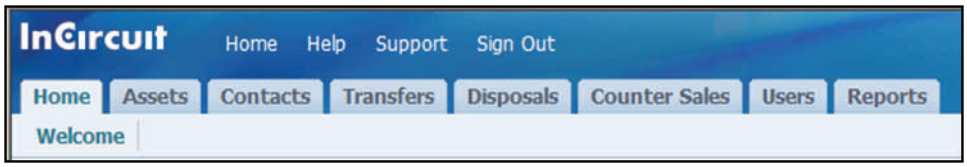
1. Call in the good faith performance bonds of the property managers.
2. Take action to restrict or require acquisition of moveable property only on approval.
3. Revoke or restrict purchasing authority of movable property.
4. Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.

Helpful AMS Hints

Passwords must be changed every 30 days and must contain alpha and numerical characters. The password must not include any spaces, must be at least 6 characters long, can not contain the users name, initials, user name, or their reverse, and must not be any of the previous three passwords. If at any time the user's password is forgotten or lost, use the security question/answer to update it. If the allowable number (5) of attempts to gain entry into AMS has been exceeded, the message "This account has been disabled due to excessive login failures.", then the user cannot reset their password and must click on "Forgot your username or password" and follow the prompts.

The Location Code Index can be easily generated by downloading your location codes into Excel from AMS by utilizing the download option when viewing location codes and adding the detailed location to the spreadsheet. The option to download into Excel is available anywhere in AMS that download is seen.

Clicking Help at the top of the screen will provide you with on-screen explanations for the page you are working on through-out AMS.



Clicking Support will allow you to request assistance with any issue you may be experiencing or task you are uncertain of how to complete when working in AMS.

From the Auditors

- The **training schedule** has been set for April and May. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at www.doa.la.gov/lpaa/training.htm
- Be sure drivers are completing the **Daily Vehicle Logs (MV-3s).** This includes the date, ending odometer, miles traveled, any vehicle expenses incurred during the trip, driver initials, and trip information. Let drivers know the trip information should include where the trip began, all points visited, reason for the trip, and where the trip ended.
- **Open inter-agency transfers** should be taken care of within 30 days of the creation date. Run your agency's open transfer report to see if you have pending transfers. If your agency has transfers pending receipt, search transfers 'waiting for receipt' under the transfer tab in AMS.

Obtaining Surplus Property

Many people ask what happens to the surplus property sent to LPAA. The property remains in LPAA's warehouse for 45 days before going to auction. During these 45 days, it's available to state agencies and preference buyers at a reduced cost. State agencies have first preference on any state surplus property. Second preference buyers are political subdivisions, governmental agencies, private, elementary, secondary, or proprietary schools, and independent colleges and universities. Third preference buyers are charitable, educational, or religious non-profit organizations. If you would like more information on becoming a preference buyer, visit LPAA's website at www.doa.la.gov/LPAA.
After the allotted time, surplus items are sent to a public auction. Auctions are held once a month on the second Saturday of each month. Viewing is available three working days prior to the auction. For more information on the auction, visit LPAA's website at www.doa.la.gov/LPAA. Here are some pictures of commonly auctioned property.