

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- Transfers to Surplus
- During an Audit
- Duplicate Serial Numbers
- From the Auditors



Auction Information

The next auctions will be on November 12 and December 10. 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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(225) 342-6853 Compliance

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Transfers to Surplus

According to the LAC 34:VII.501.A, no property can be sold, transferred, or entrusted without the approval of LPAA. The section LAC 34:VII.303.G says, "the property manager shall submit, within the week it becomes known, each idle or surplus item within his agency for disposition." When agencies are surplusizing items for pick-up or delivery, please keep in mind the following facts:

• **Transfers to Surplus for Pick-Up**

- **Labeling Items—LAC 34:VII.501.G**—the agency must see to the delivery of surplus to LPAA or schedule a pick-up. The regulations read, "...the property manager must clearly mark each item with the (transfer) number." Property over \$1,000 already has a property tag on the item, but items that are non-tagged, should be clearly marked on which item it is. If the items you are surplusizing are not common items, or you are surplusizing a large quantity, having the description labeled will speed up the pickup and receiving process. The easiest way to label surplus property is with mailing labels. For example, the label will read "Transfer 161960, NT2773989, Printer."
- **Pick-Up Area-LAC 34:VII.501.G** also states, "Items scheduled for pick-up must be located in an easily accessible area." By regulation, if an LPAA driver arrives to your agency and the items are not accessible, the pick-up can be canceled. LPAA drivers are on a set schedule to pick-up property all over the state. They have multiple stops each day, which puts them on a strict time frame. Drivers will not have time to dismantle or rearrange furniture while at a pick-up.
- **Transfer Remarks**—For LPAA to be effective in scheduling pick-ups in a timely manner, the remarks section of a transfer must have correct information. This includes a contact name, contact phone number (where a person knowledgeable about the pickup can be reached), and a contact email address. The physical location of the property should be the actual street address and city. Other physical location information can include building name or number, floor, suite, or room.
- **Transfer Sequence**—Transfer pick-ups are scheduled in sequence by date. Older transfers will be picked-up first. If a pick-up is scheduled at your agency and you have multiple newer transfers, the oldest transfer will need to be loaded first. If older transfer are not available for pickup, they can be voided and a new one created. Depending on the truck load, other stops, and time constraints, the driver may or may not be able to pick-up the newer transfers at that time.
- **Scheduling a Pick-Up**—The person listed on the transfer will be contacted by Floy Dean Delaune, who handles the scheduling. If you have questions about a pick-up, she can be reached at 225-342-3407. Failure to follow the instructions listed above can result in cancelled runs and the agency being billed for the second pickup attempt.
- **Surplus Deliveries**—LAC 34:VII.501.F- items which arrive with unapproved transfers to LPAA will not be accepted, but returned to the agency. Agencies are more than welcome to deliver their surplus property to LPAA, but must follow the same labeling procedures as a pick-up. Deliveries must also be scheduled with Dedra Matthews at 225-342-6857.

What to Expect During an Audit

As LPAA always says, we are Louisiana Property **Assistance** Agency, and we are here to help. Here are a few hints on what to expect during an audit.

Paperwork

- **Purchasing records will be checked.** All items of movable 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. Auditors will check your purchasing records against your additions into AMS to make sure all qualifying items have been tagged.. Be sure your agency maintains a sequential acquisition log. *LAC 34:VII.307.A.*
- **Property Control Files.** Each agency must maintain property files for three years plus current. Some of the files an auditor will look for include, but are not limited to the following:
 - Certifications, which will include the actual certification, approval/disapproval letter, inventory print out (working papers), notification of inventories, extension requests, location index.
 - Receipts for property, which include property out for repair, on loan, temporary removal, etc.
 - Internal Procedures, which are internal instructions on property/fleet management.
- **Disposition Records.** Dispositions, which include transfers to surplus (signed by LPAA), and immediate dispositions (scrap, inventory adjustment, deceased, etc) will be checked against the disposition log and Deletions Report.
- **Late Additions.** Items must be entered into AMS within 60 days of receipt. If your agency has any items entered past the 60 days, it will be listed on the Late Additions Report.
- **User Access List.** AMS is an internet based system, so if a contact or user leaves your agency, you want to make sure the person is deleted. Run the User Access Audit Report to see who has access to your agency.
- **Open Transfers.** Surplus and Disposition transfers are controlled by LPAA, but if the agency has internal or inter-agency transfers, they need to be received within 30 days. For example, if another state agency is transferring equipment to your agency.
- **Fleet Management Files.** Same as property, the agency must maintain fleet files for three years plus current. Some of the files an auditor will look for include, but are not limited to the following:
 - Personal Assignment/Home Storage Forms (MV-2).
 - Daily Vehicle Usage Logs (MV-3).
 - Preventative Maintenance Records (MV-4), which also includes the Past Due Maintenance Report.
 - Reimbursement for POV (MV-7).
 - Driver Authorization Forms (DA2054), which will also include official driving records and safety classes.
 - Original vehicle titles and registrations.
 - Vehicle Utilization Report to ensure fuel, mileage, maintenance, and repairs are being entered into AMS.

Review your files prior to the audit. If you are missing paperwork, please contact LPAA and request a copy be sent to you.

Physical

- LPAA will do all or a percentage of your agency's inventory. Much like when your agency does annual certification of inventory, LPAA auditors will be looking for items to verify the information is correct in both AMS and on the item. This includes the following:



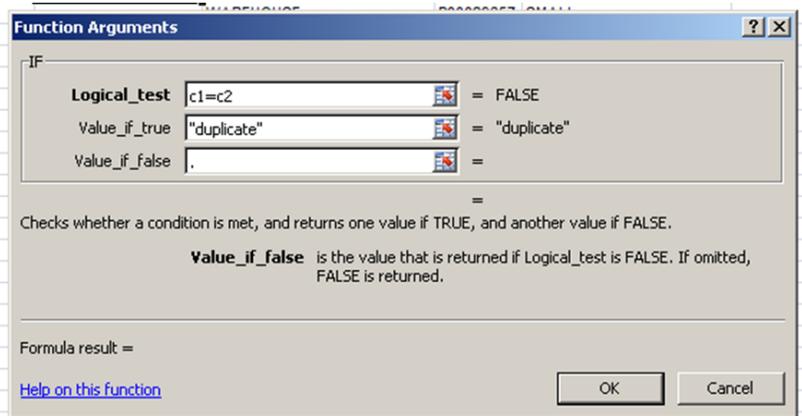
- A correct property tag is affixed to the item.
- The property tags are not worn or need replacing.
- The serial/VIN number is correct in AMS.
- The item is in the correct location code listed in AMS.
- The make/model/year is correct on the item and in AMS.
- The items are being used and are not sitting idle.

Every agency and audit is different, but don't panic, just be prepared.

Duplicate Serial Numbers

Things happen in property management, and most are easily fixable. One thing to check your inventory for is duplicate serial numbers. This can be caused by double tagging an item or a keying error. Here are a few steps to do to find out if your agency has duplicate serial numbers. Keep in mind, you will need some experience with Excel.

1. Run the report Asset Report (Landscape) for your agency's inventory and click download.
2. Sort the Excel file by the serial number column (the serial number column will be column C).
3. Highlight column D, right click, and insert an extra column next to your serial number column.
4. Your file should now be lined up like this:
 - Column A = Asset number
 - Column B = Description
 - Column C = Serial Number
 - Column D = blank column
 - Column E = Status
5. Put your cursor in the top cell on the D column (D1).
6. Along the top of the Excel format bar, go to Formulas.
7. In Formulas, select Logical, then "IF."
8. You will get a pop-up box called Function Arguments.
9. You need to set the arguments to say if this cell is the same as the next cell, then put the word "Duplicate" but if not, then put a period. It will look like this box. Click OK.
10. Copy the formula down for all of D column.
11. If there are duplicate serial numbers, the word "Duplicate" will appear in column D beside the first asset of each duplication. Keep in mind that all assets where the serial number cell is blank or you have consistently utilized something like N/A for those assets that do not have a serial number, will show "Duplicate", but you do not need to do anything with these.
12. If your agency has duplicates, start researching. You will need to submit a Change Request to correct.
13. Contact your Compliance Officer if you require assistance.



From the Auditors

LPAA auditors like to keep people informed of the frequently asked questions they receive. Here are some tidbits and reminders.



- The **training schedule** has been set for December. 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.
- **A property location index is required.** 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