

# Brickyard News

## Louisiana Property Assistance Agency

Special points of interest:

- Personnel Updates
- Location Code Index
- Receipts for Property
- From the Auditors
- Reminders and Training

### Auction Information

The next auctions will be held on May 10th, June 14th, and July 12th. 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)

### Personnel Updates: New Faces

LPAA has had numerous personnel changes in the past months with people retiring and new people being hired, but we will strive to keep you updated on the changes.

You may see some new faces visiting your agency within the next few months, as the Compliance Section has hired three new Compliance Officers. Whitney Williams will be moving up in her career to another agency, and we wish her the best. Here is the Compliance Section staff's information:

Andy Collier, Compliance Supervisor	225-342-6852
Rebecca Kleinpeter, Compliance Officer	225-342-4324
Sharon Grant, Compliance Officer	225-342-3022
Drew Hall, Compliance Officer	225-342-6167
LaQueda Ricks, Compliance Officer	225-342-3479
Jasmine Jackson, Compliance Officer	225-342-6858



LPAA really appreciates your patience while we fill multiple truck driver positions. We currently have two new drivers, Michael Perkins and Derrick Deamer, and more should be hired soon.

### Requested Information—Location Code Index

Each agency shall maintain a location code index for all assets within their agency. What is a location code index? Each piece of inventory has a specific location code listed on the asset. Your location code index will take these locations and create a cross-walk to what they mean. Your locations can be found in AMS by going to Contacts > Agencies > search your agency number > view > then expand the section labeled Locations.

**LPAA is requesting you submit your location code index to Rebecca at [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov) by June 1, 2014.** The location code index also needs to be submitted with annual certification, so your agency should have one on file.

All agency location codes are specific to the agency. Numbers, letters, or a mix of both can be used as location codes. Here are some samples of location codes used:

Agency	Code	Physical Location /Building/Town
LPAA	Compliance	1059 Brickyard, BR
DOTD	42-001	Section 42, Gang 1—Tom Drive, BR
ACC	4701	Building X— Vo-Tec (Culinary Arts)
Nursing Board	09	5647 Superior Dr., BR—Kitchen
RPCC	100C	Dean's Office
ULM	CNSB	Chemistry and Natural Sciences Building
McNeese	MBH	McNeese—Band Hall



If you would like a sample of a complete location code index, email Rebecca.



## Putting Responsibility on Employees

One important topic that always comes up during inventory or an audit is how to make an individual employee responsible for items they use daily. This topic can easily be answered by looking through the rules and regulations, which can be found at <http://www.doa.louisiana.gov/lpaa/PROPERTY%20REGS.pdf>

The rules say, "Each agency property manager shall be the custodian of and shall be responsible for all the property within his agency." Just a few lines down from this, the rules read:

"When any property is entrusted to any other officer or employee of the agency, the agency property manager shall secure a receipt for such property from the person receiving the property, and in such event, the agency property manager shall be relieved of responsibility for the property but shall continue to maintain accountability for the property. Upon the return of the property to the agency property manager, he shall return the person's receipt or issue acknowledgement of the return of the property and resume responsibility."

So as a property manager, you should make an employee responsible for items assigned or entrusted. This takes the responsibility off of you and makes that employee accountable for the items. This needs to be done by using some type of form. It doesn't matter what terminology your agency uses for the form (responsibility form, sign out sheet, entrustment form, employee responsibility form, etc), the form just needs to have key information.

The first thing it needs to have is an explanation of what the form is for and what the employee can expect by having equipment entrusted to them. Below is what

DOA's Equipment Assignment Form says. It is up to your agency what needs to be in the heading of the form.

This form is to acknowledge that I have been assigned state equipment for use outside of the DOA office premises. I have read DOA Policy No. 6 and will comply with the provisions of said policy.

I understand that the equipment listed below is to be used **only** by me and **only** for DOA official business. I agree to do everything within my power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to me.

Upon completion of the program/project for which this equipment was issued for my use, or a change in duties which eliminates the need for the equipment, or when requested by my supervisor or section head, all equipment will be returned to the DOA Section from which it was removed.

Keep in mind, the rules read as follows: "The agency property manager and each person to whom property is entrusted and receipted for as provided in these regulations shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property..."

Specific information on the form should include the following:

- Who is the property being entrusted to? This needs to be the first and last name of the employee. Most agencies also include the employees home address if the equipment may be used at their home.
  - What is the intended purpose? It should always be some type of state business. Lab equipment could be used for special projects, laptops could be used to do work abroad, but you'll want to have some type of reason.
  - What property is being entrusted? Just putting 'laptop' is not enough information. When completing this line think about what would print on an AMS report. You'll need to have the full asset number, description, and a serial number.
  - Who is entrusting the equipment to an employee? This could be the property manager, property liaison, a department head, an IT official, or a supervisor. It is up to your agency who they want to designate to sign these forms. The person whom the property is being entrusted also needs to sign this form.
- What format should the form be in? These forms need to be printed out and have original signatures for the entrusted and the person issuing the property. The actual layout of the form is up to the agency. Some samples will be provided.



Responsibility forms are usually for a longer term usage than just a week. For short term responsibility your agency can implement a Temporary Check-out log or a basic sign out sheet. Vehicles work best on a basic sign out sheet, where when someone gets the keys to a vehicle they sign it out at that point. For personal assignment and home stored vehicles, an approved MV2 serves as the responsibility form.

Keep in mind, during an audit if the asset is not at the agency and there is no type of responsibility form, the asset is considered unlocated.



# Scrap vs. Surplus



There is no black and white answer on what items should be scrapped versus what should be surplused to LPAA. The easiest way to receive a valid answer is sending a picture of the item to your Compliance Officer or to Andy Collier. One good way to tell if it needs to be scrap is if it has three legs and requires four, such as chairs and tables. Here are **some** samples of scrap vs. surplus:

**SCRAP (items of zero resell value)**—broken chairs, broken desks (especially wooden, particle board, or glass), assets involved in a fire or flood.



**SURPLUS**—computers, electronic equipment, vehicles, tractors, medical equipment, lawn equipment, kitchen equipment, file cabinets, laundry equipment, exercise equipment, furniture in good condition, etc.



# Just a Reminder

- The **training schedule** has been set for May. If you would like to attend property/fleet, certification and audit, or AMS training, you can sign up through LPAA’s website at [www.doa.la.gov/lpaa/training.htm](http://www.doa.la.gov/lpaa/training.htm). Trainings are held at LPAA at 1059 Brickyard Lane in Baton Rouge.

* AMS Training	May 21	9 am—11:30 am
* Certification & Audit Prep	May 21	1:00 pm — 3:30 pm
* Property Rules & Regs	May 22	9:00 am — 11:30 pm
* Fleet Rules & Regs	May 22	1:00 pm—2:30 pm



- Certification packets are being turned in with missing information. Here is the information needed to send a complete certification packet:
  - \* Certification of Annual Inventory form (must send original with original signatures) <http://www.doa.louisiana.gov/lpaa/forms/form-certification.pdf>
  - \* Last page of the AMS print-out (must send original with original signatures)
  - \* Unlocated Report from AMS
  - \* Discrepancy Report (detailed report of current year’s missing assets)
  - \* Transfer for 3rd year discrepancies (if applicable)
  - \* Location code index
- Keep in mind that Compliance Officers travel on a regular basis. The fastest way to get in touch with someone is through email or calling the main number at 225-342-6853.
- Agencies should conduct 100% physical annual inventory every year, and LPAA Compliance Officers will conduct audits every three years. To see when your next audit will be scheduled, email your Compliance Officer.
- LAC 34:XI.2.g.i.c.—Vehicle information must be input no later than 30 days after the month to which the report pertains. If you need assistance entering vehicle mileage or maintenance, please attend an AMS Training Class or contact your auditor.

If you have a topic you would like to see covered in the Brickyard News, contact [Rebecca.Kleinpeter@la.gov](mailto:Rebecca.Kleinpeter@la.gov).

