

Brickyard News

Louisiana Property Assistance Agency

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Auction Information

The next two auctions will be on March 11, 2006 and April 8, 2006. 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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- www.doa.louisiana.gov/lpaa

Quarterly Balancing

In each Brickyard News that ends a quarter we post a reminder to run your quarterly reports and reconcile. This has resulted in numerous questions. These are the reports that should be reconciled:

- **Additions Report.** Review your agency's purchases for the quarter. Make sure that all moveable property as defined in LAC 34:VII.307 has been tagged and entered into Protégé. Doing this at the end of each quarter will allow you to catch any items that may have not been tagged and you will avoid late additions. Remember you have 60 days, after the receipt of an item, to tag, and enter into the system.
- **Deletions Report.** If you have requested any tagged items for disposition, be sure these assets have been taken off your inventory. Immediate dispositions should be removed from your inventory once LPAA has received, reviewed, and approved documentation sent in (i.e. 3rd year discrepancy, scrap, inventory adjustments, dismantled, stolen, trade-in). Surplus items are removed once the items are picked-up or delivered to LPAA.
- **Monthly Transfer Report—From Me.** This report will give you the status of transfers created in the date range you provide. If you have any open transfers for the quarter, which should have been closed, running this report will give you the opportunity to check the status. This report will also provide you with all your transfer numbers, which can be used with your deletions report.
 - If your agency purchased something from the LPAA warehouse or items are being transferred from another agency to your agency, you can check an open transfer by going to Transfers > Search, choose your agency as the 'To Agency' and select the status as open.
- **Vehicle Utilization and Maintenance.** According to the LAC 34.X1.103.2.g.ii.c, vehicle mileage (MV-3) must be entered into Protégé by the 30th of next month to which the mileage pertains. This report prints by vehicle then months. It is easy to see if a month was skipped. For agencies who have numerous vehicles, balancing this quarterly can result in catching errors early.

If you have any other questions on balancing your property records, please contact your Compliance Officer.

Please Unlock My Password

We regretfully announce that Chad Beard has left our agency to pursue his career in computer technology. He was a valuable asset to our agency, and we are sad to see him go. Rebecca Kleinpeter will be taking over his duties until further notice. With the volume of calls that the Compliance Section receives, we are asking Protégé users to email their request for password resets. If your password is disabled then email rebecca.kleinpeter@la.gov for a quick response and a new password. Agencies can also contact Rebecca with Protégé questions and training availability. Please keep in mind that if you choose to use the 'Need help signing in' feature on the Incircuit home page, your email goes to an Incircuit representative who forwards it to LPAA for response. The **quickest** way to have your questions answered are to use the Support button once you are logged into Protégé, or to email LPAA directly.





Property Q & A

Question: How do we know what should be sent to surplus?
Where it is: LAC 34:VII.101
Answer: The definition of surplus property means any moveable state property which is deemed to be of no further use to the agency. This means all tagged and non-tagged property no matter what the original cost must be surplus to LPAA. The rules also say the agency property manager shall submit, within the week it becomes known, each idle or surplus item.

Question: Does my agency have to have a property location index?
Where it is: LAC 34:VII.311.A
Answer: Yes. According to the rules, 'the agency property manager shall establish and maintain a property location index which shall be used to keep track of the location of property of the agency. The agency property manager shall keep the property location index current and shall submit to LPAA an up-to-date index each time a change or modification is made.' An index is needed regardless if you are one building, one floor, or one room.

Question: Should I notify LPAA that I am beginning my inventory?
Where it is: LAC 34:VII.313.B
Answer: The rules and regulations say the agency property manager shall notify LPAA in writing 30 days prior to the date inventory is to begin. This notification will make your Compliance Officer aware of the inventory if they need to supervise or observe all or any part of the agency's inventory process. A Notification of Inventory Form is posted on LPAA's website.

Question: Why should I secure a receipt for property entrusted to another employee?
Where it is: LAC 34:VII.305.C
Answer: When any property is entrusted to another officer or employee, the property manager shall secure a receipt for such property. The property manager shall continue to maintain accountability of the property, but is relieved of responsibility. Each person to whom property is entrusted and receipted for shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage or destruction to the property.

Question: How can I manage property if I don't have time or assistance?
Where it is: LAC 34:VII.305.F
Answer: The regulations clearly state that 'the head of the agency shall allow the agency property manager the necessary time and provide them with the necessary supplies and assistance for performance of their duties...and the head of the agency shall be responsible for seeing that the provisions of these regulations are carried out.' Not having enough time is not a sufficient excuse.

Question: Can I receive an extension on my inventory date?
Where it is: LAC 34:VII.507
Answer: Yes. An agency can receive a 30 day extension on their inventory date there are extenuating circumstances. Not having time, not having assistance, or forgetting your inventory date are not valid circumstances for an extension. A Request for Extension Form is posted on LPAA's website. It is only a request and not to be considered approved until written notification from LPAA is received.

Question: What happens if my agency does not comply with the LAC?
Where it is: LAC 34:VII.9.901.A
Answer: When agencies do not comply, the commissioner has authority to invoke any or all of these actions:

- Call in the good faith performance bond of the property manager
- Restrict or require acquisition of moveable property only on approval of the commissioner
- Revoke or restrict purchasing moveable property
- Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.



To ask more property questions, or to request a copy of the Property Control Regulations, contact Rebecca at Rebecca.Kleinpeter@la.gov

Disposition Reminders

Protégé offers seven ways of disposition, other than surplus. Each of these dispositions require back-up paperwork to be sent in before it can be approved. Keep in mind the following when creating a transfer for any of these dispositions:

Deceased
Dismantled for Parts
Inventory Adjustments
Lost-3rd Yr. Discrepancy
Scrap
Stolen
Trade In

- Any **trade in** must have prior approval before the property can be physically traded. After creating the transfer, send the trade in documentation to Floyd by fax at 225.342.6891. Remember the transfer created is a request and no action should be taken until approval is received from LPAA.
 - **Stolen** property will only be removed from your inventory if it was forced entry. In such case, create a transfer for stolen and send a copy of the police report acknowledging it was forced entry.
 - When an item is of no monetary value (a chair is standing on 2.5 legs instead of 4) then you can request to scrap it. For the majority of **scrap transfers**, a Compliance Officer views the property before approval or pictures are requested. Remember the transfer created is a request and no action should be taken until approval is received from LPAA. Be sure to put justification for scrap in the remarks section of the transfer.
 - During inventory time, if your agency has items that have been unlocated for three years and were not found this year, they are removed from your inventory as a **Lost-3rd Yr. Discrepancy**. The paperwork for this type of transfer should be included in your inventory certification packet.
 - **Inventory adjustments** are done on a case by case basis. Mostly for items which are accidentally double tagged.
 - When you create a transfer to **dismantle for parts** it is only a request and the items should not be dismantled until approval from LPAA is received. Livestock can not be dismantled. Justification for the dismantlement is required in the remarks section of the transfer.
 - Contrary to popular belief, broken computers are not deceased. **Deceased transfers** are strictly to be used for livestock and require death certificates. If your agency does not own livestock, then your agency should never have a transfer for deceased.
- For more information on dispositions, contact your Compliance Officer or Rebecca at 225.342.6853.



LPAA's website address has changed. Please make a note of it.

www.doa.louisiana.gov/lpaa/index.htm

A Note From the Auditors

- As spring rolls around and agencies are spring cleaning, we are asking agencies to look for items no longer being utilized at their agency. Please process a surplus transfer for these items and our drivers will be there promptly to pick them up.
- If your agency purchases items from the LPAA warehouse that need to be tagged, do not add them as a new acquisition. A transfer will come to your agency and you will receive and tag those items through the transfer. To see if your agency has any open transfers to be received, go to Transfer > Search. Type your agency number in the 'To' field then click tab. Select the status of 'Open' and click Search.

Don't Forget

- Requests for Personal Assignment/Home Storage are due to LPAA by May 1, 2006 for FY07. Assignments approved for FY06 will expire June 30, 2006. If you have any questions about assignments, contact Bobby Hill at 225.342.6855.
- LPAA's CLK Coordinator is Patti Wilson. Please refer any questions dealing with CLK pick-ups and Release Orders for CLK to her at 225.342.6890 or by email at patti.wilson@la.gov.
- You are now allowed to insert/edit vehicle fuel, mileage, and maintenance if the vehicle is "In Transfer."



HAPPY ST. PATRICK'S DAY

