

# Brickyard News

## Louisiana Property Assistance Agency

### Special points of interest:

- Training Classes
- GovDeals
- Findings
- Past Due MV-2s
- Maintenance
- Important Reminders
- LPAA Personnel



### Auction Information

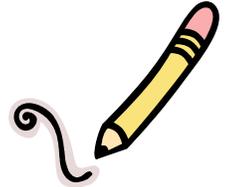
The next two auctions will be on September 9, 2006 and October 14, 2006. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency  
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)

## Training Classes Scheduled

In the past few months we have had an overwhelming request for training classes. We are happy to announce that classes are available and will be instructed by Floyd Rector and Rebecca Kleinpeter. For the convenience of persons who are out of town, we will have one full day of property training and the next morning of fleet training. Unfortunately, due to the large amount of information, we cannot fit property and fleet into the same day. We require 15 or more persons to attend or the class will be rescheduled. We can accommodate up to 30 people for each training session. To enroll in a class, visit our webpage at [www.doa.louisiana.gov/lpaa/training.htm](http://www.doa.louisiana.gov/lpaa/training.htm) for a request form or directly email Rebecca.kleinpeter@la.gov. You must receive a confirmation email from Rebecca to be enrolled in the class. We do this for the purpose of certificates and seating availability. There is no restriction on which employees an agency sends to training. Numerous times we have had supervisors, agency heads, or student workers come to the training to become knowledgeable of the Property/Fleet Rules and Regulations and the Asset Management System. You do not have to bring any paperwork with you to the classes unless you have a specific question that needs to be addressed. We do ask that if you will be using Protégé, you have an ID and have logged into the system so you can be somewhat familiar with the setup. If you have any questions about training or dates, contact Rebecca or your compliance officer.



## GovDeals Success

Along with LPAA's monthly live auction, we have been very successful in holding auctions over the internet. Who are our biggest customers? State employees. As a state employee you are able to purchase from our live auction or through GovDeals. If you haven't checked it out, we encourage you to do so and help us spread the word. You can visit our website at [www.doa.louisiana.gov/lpaa/govdeals.htm](http://www.doa.louisiana.gov/lpaa/govdeals.htm) for a direct link to Louisiana's property that is listed on GovDeals. If you receive a winning bid, you have 7 days to pay for and pick up the item. All of the assets are conveniently located in our warehouse at 1059 Brickyard Lane in Baton Rouge.



GovDeals

Through GovDeals we have successfully sold 4 wheelers, multiple style chairs, vehicles, tractors, lockers, twin beds, medical equipment, monitors, miscellaneous office furniture, and our biggest seller has been student desks. According to the LAC 34:VII.321.A, surplus property from state agencies is retained for at least 45 days before it is sold at public bid or auctioned. The purpose of holding items for that time is for transferring those items to an agency where a need exists, thereby reducing expenditures. When that time frame has passed, the assets go to either live auction or GovDeals. If there is any equipment you would like to see on GovDeals, email Rebecca your suggestion.

**Note:** Employees of the Office of General Services; which include LPAA, La Federal Property Assistance Agency, Office of State Printing, Forms Management and Office of State Mail may NOT bid on the property listed on GovDeals or at live auctions.

## Most Common Audit Findings

LPAA has four compliance officers who are continuously auditing their assigned agencies. As they write up their audit findings, we try to think of ways to help our agencies have their property correct before an audit ever begins. What are the compliance officer's most found findings?

- **LAC 34:VII:307:A**—Property with a value of \$1,000 or more must be added to the system within 60 days of receipt. Keep in mind that there is a report showing all of your agency's late additions.
- **LAC 34:VII:309:A**— Each item to be inventoried must be identified with an identification tag approved by the commissioner of administration. The property manager is responsible for tagging property. If a property tag is torn or falls off, a new tag must be affixed to the item. To order property tags contact Jean Carpenter at 225.342.6857.
- **LAC 34:VII:311:A**— Each agency must establish and maintain a property location index. This index will help you keep track of the location of all tagged property. Anytime a location index is changed or updated, a copy must be sent to LPAA. The index is used for your "location codes" in Protégé. If you do not know your location codes, run a report by location to get a list.
- **LAC 34:VII:313:B**— LPAA must be notified in writing 30 days prior to the date inventory is to begin. There is a form on our website that can be faxed to LPAA at 225.342.6891.
- **LAC 34:VII:305.B**— Property files must be maintained for three years plus the current year.
- **LAC 34:VII.305.D**— When an agency knows that an asset is lost, LPAA must be notified immediately. This means it must be listed as unlocated in Protégé when it becomes known. You do not have to wait for inventory time to make an asset unlocated.
- **LAC 34:VII:305.G**— Agencies shall submit, within the week it becomes known, any idle or surplus item. Do not stockpile stuff thinking you will eventually use them. For example, if you put a computer in a closet thinking you may need it later, it may be extremely outdated when you eventually try to use it. Chances are if you have outside equipment and the grass is almost as tall as the equipment, then you haven't used it in a while and it can be sent to surplus.
- **LAC 34:VII:501**— No property can be scrapped or dismantled without prior approval from LPAA. This means you must have an approved transfer before taking action on any state property.
  - **LAC 34:XI.103.2.d.ii**—No state employee of any agency can operate a fleet vehicle or personally assigned vehicle without having a completed, signed, and checked Louisiana State Employee Driver Safety Program Authorization/History Form (DA2054) on file.
  - **LAC 34:XI.103.2.g.i.c**—Daily Vehicle Usage Logs (MV-3) must contain accurate information on miles traveled, repair/maintenance costs, operating costs, a completed, approved and signed by a supervisor, and entered into Protégé by the 30th day following the end of the month to which the report pertains.
  - **LAC 34:XI.103.2.g.i.d**—Records on all mileage reimbursements must be reported monthly to LPAA.



Although these are only a few of the findings, it will give you an idea on which area you need to target. If you need a copy of the Property or Fleet Regulations, email Rebecca.

## MV-2s Past Due

**From: Bobby Hill, State Fleet Manager**

Please note that if you have not submitted Home Storage/Personal Assignment requests for the 2007 fiscal year period for your agency's fleet vehicles, **the deadline has past**. All approvals from fiscal year 2006 are expired as of June 30, 2006. The Louisiana Administrative Code .34.XI Fleet Management Regulations states:

"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..."

If you have requests for home storage/personal assignments for the 2007 fiscal year that have not been sent to LPAA, please send them in as soon as possible. Contact Bobby at 225.342.6855 or by email at bobby.hill@la.gov for further information.

## Vehicle Maintenance

As featured in the last Brickyard News, the process of entering maintenance and repairs has changed. Previously, you would click the scheduled maintenance or you would click an insert button to enter repairs. The Maint/Repair tab now only gives you the option to “Log Maintenance” or “Log Repair.”

Summary			
Assignment		Fuel/Mileage	
Main/Repair			
Date	Odometer	Log Type	Maintenance Category
	48,728	MAINTENANCE	AIR FILTER CHANGE
	57,372	MAINTENANCE	OIL CHANGE
	63,530	MAINTENANCE	FUEL FILTER CHANGE
	118,530	MAINTENANCE	TRAN FLUID CHANGE

Log Maintenance      Log Repair

- If you are entering a maintenance, you click “Log Maintenance.” You will receive a pop-up screen with numerous maintenance choices (air filter, fuel filter, oil change, transmission fluid, inspection sticker, and other). After entering the date, odometer, and vendor, you select which maintenance was completed, enter the cost, and click Save.
- If you are entering a repair, you click “Log Repair.” This pop-up screen requires less information. After you enter the date, odometer, vendor, short description of the repair, and cost, you click Save.

Just like the old way, you will not see this entry under the completed tab until you refresh your screen. You can do so by hitting F5, or clicking the refresh button.

## Important Reminders

- The Change Request History report is ideal in seeing which assets have been unlocated or relocated. It says who requested it, when they requested it, who approved it, and the remarks for it.
- Vehicle mileage report not coming out right for a newly purchased vehicle? Add an entry for the day before the received date with the actual mileage when it was purchased. For example, if you received the vehicle August 10, 2005 at 15001 miles, enter a mileage entry for August 9, 2005 at 15001 miles.
- When you complete your annual certification of property inventory, it is your responsibility to mail a copy to the Legislative Auditor. Their mailing address is P O Box 94397, Baton Rouge, LA 70804.



- We understand the headache of being locked out of Protégé by not logging in for 30 days, using the wrong password three times, or simply forgetting your password. However, we are still having problems with people submitting a support request, calling, and emailing an LPAA representative. Please choose only one choice to have your password reset. By sending multiple requests, your password may be changed multiple times, leading to more headaches. Support requests are the quickest way to have a temporary password sent to you.
- Have surplus that you need to get rid of and cannot wait for LPAA to pick it up? Complete your transfer and call Dedra Matthews at 225.342.3194 to schedule a delivery.
- Is your agency moving? You need to contact Jack Bowden at 225.342.3407 when your agency decides they are going to move. LPAA needs advanced notice so we can schedule trucks, personnel, and warehouse space for any surplus furniture from an agency move.

## LPAA Personnel Changes

Faces are changing here at LPAA. Upon the departure of Joe Arnone, Alton Couvillion has moved from the Auto Shop Supervisor to the LPAA Surplus Warehouse Supervisor. Alton can be contacted by phone at 225.342.3405 or email at [alton.couvillion@la.gov](mailto:alton.couvillion@la.gov). If you have questions about surplus property or items currently available in our warehouse, Alton will be the person to contact.

Vera McClain has taken over as the Auto Shop Supervisor. She can be contacted by phone at 225.342.6833 or email at [vera.mcclain@la.gov](mailto:vera.mcclain@la.gov). If you have any questions about new or surplus vehicles, contact Vera.



**Relax! Its Labor Day!**



**September 4th**



**Don't forget Daylight Savings Time ends on October 29, 2006.**