

# Brickyard News

*Louisiana Property Assistance Agency*

**Special points of interest:**

- Asset Management Updates
- LPAA Personnel Changes
- Random Questions
- Trainings
- Extracurricular Activities



Auction Information

The next two auctions will be on March 10 and April 14. 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](http://www.doa.louisiana.gov/lpaa)

## Asset Management System Updates

Once again, we have listened to your requests and updated the Asset Management System accordingly. The first thing you will notice when going to [www.incircuit.com](http://www.incircuit.com), is the sign-in screen looks dramatically different. The login process will remain the same, but the home page is actually clearer and provides much more information about InCircuit's products.

Browsing through the system, you will



also notice that the Person Responsible field is now formatted like the Location field. To add a person responsible for property, they must already be listed. To maintain the persons responsible for property, you will use the Contacts Module just like you maintain your location index.

You will notice under the Assets Module, an option to "Add Elective."

This allows users to track assets below the \$1,000 threshold required. It is an optional feature and to have it activated for your agency, you must contact an Incircuit sales representative at 1-800-963-1950 or Dean Hebert at 225-342-3491.



Many of you have questioned about the option to add image attachments to your property records. This feature is currently not active for the State of Louisiana. **This is where we need your opinion again.** How would adding pictures of your agency's property benefit you? Would your agency take time to take the pictures and upload them onto the Asset management System? What types of property would you upload pictures to (vehicles, heavy equipment, computers, etc)? Before we request this featured to be turned on for our state, we need to know more information from our users. Please respond to the email sent, or send an email to [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov) with your feed-back.

Keep in mind that most upgrades done to the Asset Management System are requested by users. If you have any changes you would like to request, just let us know.

## LPAA Personnel Changes



We are very sad to announce that Ms. Patti Wilson has left our agency to pursue a promotion with Wildlife & Fisheries. They are lucky to have her, and we are glad to hear that she will be doing property control there. The new CLK coordinator is Sheryl Ferguson. She can be reached at 225-342-6851 or by email at [Sheryl.ferguson@la.gov](mailto:Sheryl.ferguson@la.gov). If you have any questions about the Asset Management System or passwords, continue to forward them to the Compliance Department.

As noted in the BYN in January, Jack Bowden has also left our agency. Please be patient with us until we can permanently find someone for this position. Pick-ups will continue to be scheduled, and you will still be contacted by an LPAA representative prior to the pick-up date. If you need to contact the current scheduler, you can continue to call 225-342-3407. Any fleet inquiries should be directed to Bobby Hill at 225-342-6855. If you have any questions about who to contact for what at LPAA, you can always call the front desk at 225-342-6849 or the Compliance Department at 225-342-6853.

## Random FAQ's

**Question:** How long do items stay unlocated?

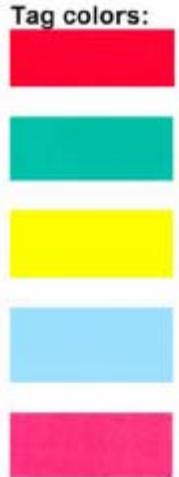
**Answer:** Items are kept in a suspense file for three years before they can be written off. Even if items are listed in unlocated status on your agency's inventory, you should continue to look for those items. It has been shown that over half of the items that were listed as unlocated are found before the 3 year period.

**Question:** Can I participate in the state surplus auctions?

**Answer:** Yes. The only people that can not participate in the surplus auctions are Office of General Service employees. Our auctions are open to the general public, which includes state employees.

**Question:** Where do I get property tags from?

**Answer:** Property tags should be ordered through LPAA, unless you have prior approval to print your own tags. If your agency would like to print their own tags, send a request letter with a sample tag to Floyd Rector for approval. Keep in mind LPAA carries the standard white and colored tags. We can also print labels for non-tagged items or elective assets.



**Question:** Where do we get Daily Vehicle Logs (MV-3)?

**Answer:** Daily Vehicle Logs (MV-3) can be purchased from Forms Management. Other fleet forms that can be purchased from Forms Management are the Preventative Maintenance Forms, the Vehicle Check List (DA424), and the Reimbursement for Personally-Owned Vehicle (MV-7) forms. To contact Forms, call 225-219-9570.

**Question:** What should I submit with my annual certification of inventory?

**Answer:** Annual certification reports must contain the following:

- The Annual Certification Form
- A copy of the last page of the Certification Report
- An Unlocated Report
- A Transfer for 3rd Year Discrepancy (if applicable)
- Include any other documentation necessary (additions & deletions if done after print-out)

**Question:** What should I use in the description field?

**Answer:** The description field identifies property in reports. During inventory time, this field can be utilized in identifying property. If the description field is left blank, then the class defaults as the description. If your agency has multiple chairs on inventory and you do not put a description, it defaults to "chair." Wouldn't it be easier to find a "Blue High Back Rolling Chair" at inventory time, rather than just a "chair?" This field can be edited at any time.

**Question:** What vehicles are considered flex fuel?

**Answer:** Bobby Hill, State Fleet Manager, defines flex fuel vehicles as the following "Flex fuel vehicles are vehicles that can run on either ethanol fuel mixtures or standard fossil fuel based petroleum products. 'Flex' or 'Flexible' refers to the fact that you can run on either fuel without having separate tanks and either fuel type can go in the same tank."



**Question:** My agency purchased items from the LPAA Warehouse. How do I tag it?

**Answer:** If your agency purchases items from the LPAA warehouse that will require tagging, do not add them as new acquisitions. A transfer will come to your agency and you will receive and tag those items through the transfer module. 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.



If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov).

## Successful Training Classes

We have had a great response in our training classes. Although the rules have not changed much, the Asset Management System is continuously changing from month to month. We know that users can not attend the Asset Management class every other month, so the only way we can keep you clued in on upgrades is emails. Many people who have been in the property management field for years are attending the trainings as refresher courses. LPAA has even decided to begin traveling to train people who may not be able to make it to Baton Rouge.



We offer a special in-house training for all employees. The employee training does not go into detail like the ones directed towards property managers, but offers information that relates directly to regular employees. We understand that when your employees hear it from you it may become repetitive, and hearing it from someone outside of your agency may help with compliance. If you would like us to come to your agency and speak to your employees on property or fleet rules, you can set up a date by emailing [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov).

If you would like to attend any training classes offered by LPAA, visit our website at [www.doa.louisiana.gov/lpaa/training.htm](http://www.doa.louisiana.gov/lpaa/training.htm) for the training dates.

## Important Reminders

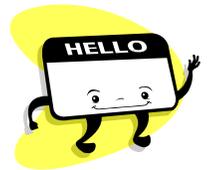
- Be sure you are doing preventative maintenance on all of your agency's vehicles. Preventative maintenance and fuel/mileages should be entered into the Asset Management System by the 30th day from the following month to which the report pertains.
  - When surplusing items which require a power cord or other such electrical outlet, be sure to send the appropriate cords with the item to the LPAA warehouse.
  - Don't forget about GovDeals. The online surplus auctions should continue in the next few weeks. If you have anything you would like to see on GovDeals, send Rebecca an email. <http://LaSurplus.GovDeals.com>



## Clerical Association of Louisiana

Many of our property managers and liaisons are in the clerical or administrative field for the State of Louisiana. Have you ever heard of the Clerical Association of Louisiana (CAL)? It is a professional organization for Louisiana Civil Service Clerical Personnel who are dedicated to upgrading the images as professionals. Being the only organization strictly for Civil Service Clerical Personnel, they work to upgrade and promote educational opportunities and work to wipe out the idea that "clerks" are a dime a dozen.

With regional meetings and an annual three day conference, CAL invites all persons with a clerical Civil Service Classification to become members. If you would like to know more information about joining CAL, their goals, or review their constitution and by-laws, email Rebecca Kleinpeter. Rebecca is currently the regional delegate for Region 2, and can assist you with joining or acquiring more information. The next CAL conference will be held on October 17-19 in Baton Rouge, so hurry and join in.



## National Property Managers Association

Have you heard of the National Property Managers Association? The Louisiana chapter was very active many years ago, but lost a lot of its members. There has been discussion about livening up the Louisiana Chapter of the National Property Managers Association, but we can not do it without our Property Managers. We invite you to view their website at [www.npma.org](http://www.npma.org) and see if it is something you and your agency would be interested in. Please send your feed-back to Rebecca at [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov).



# HAPPY ST. PATRICK'S DAY

