

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- AMS Improvements
- Personnel Changes
- MV-2 To Do's
- From the Auditors
- REQUESTED INFO!!
- Important Reminders



Auction Information

The next two auctions will be on May 12, 2007 and June 9, 2007. 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

Continuously Improving

As everyone knows, the Asset Management System (AMS) updates continuously based on agency needs and requests. Attached along with this BYN is the newest AMS Users Guide. Be sure to print it or save it to your computer for future reference. Here are a few updates that were done in the past two months:

Parent Asset Number ⓘ
 Type of Attachment
 Child assets: [View/Change \(0\)](#)

Parent/Child Attachments. Users are now able to link two separate assets to one another. This feature is most commonly used for vehicles. Agencies may assign a winch (child) to a truck (parent). The summary tab of each asset is where the information should be entered. You can even select a temporary or permanent attachment. When using the parent/child feature, you need to assign the parent from the child asset. For more information on this feature, see the AMS Users Guide.

Quick Fuel Entry. Instead of pulling each vehicle individually, you can now enter all of your fuel/mileage information on one screen. This can be done even if you have multiple agency sub-numbers! You can enter up to 20 vehicles at a time, but be sure you use the entire asset number (five digit agency—six digit tag number). If you have any errors, you will receive an error message, which has to be cleared or corrected before all of the records below it will save. This feature is also in the updated AMS Users Guide.

[Add log entry](#)

Asset Number	Begin Date	End Date	Odometer	Gallons	Cost	Def.
24821-001988	03/01/2007	03/31/2007	1234	24	\$ 70.86	✕
24821-001999	03/01/2007	03/31/2007	64589	50	\$ 150.11	✕
24808-000315	03/01/2007	03/31/2007	56899	12	\$ 48.55	✕

[Cancel](#) [Save](#)

Add Person Responsible Window. The new person responsible feature has improved. When adding an asset to the system, if the person responsible you entered is not already a previously entered person, you have the option to do so without leaving the page. For

Search results

No matches for rebecca l kleinpeter

[OK](#)

[Add new person responsible \(new window\)](#)

example, you are adding an asset and you would like "Rebecca L Kleinpeter" added as the person responsible. You receive an error that she is not found in your search results. At the bottom of the search results is an option to "Add new person responsible." Clicking this option opens a new window and allows you to add her as a person responsible.

Other smaller changes have taken place, like the capability to track hours, acres, and other units of measure for equipment. You can enter detailed information about vehicles and equipment, such as engine size, transmission, weight, and engine make. Although information like this is currently not a mandatory requirement for LPAA, numerous agencies have chosen to utilize the AMS to the fullest.

As always, if you have any questions regarding the system, contact Rebecca or your Compliance Officer.

Personnel Updates



We would like to introduce our newest employee, **Rick Janis**. Rick has taken on the duties of the LPAA dispatch/scheduler. He transferred to LPAA from another state agency, where he served as the Fleet Manager. Rick can be reached by telephone at 225-342-3407 or by email at Richard.Janis@la.gov. We also have a new truck driver, **James Jackson**. James transferred to us from DOTD and we are happy to now have him driving for LPAA. We would like to thank everyone who has been patient with having to wait for surplus property pick-ups in the past few months.

Carla James, a Compliance Officer, will be leaving LPAA as of May 4th. After Carla's departure, if you have any compliance questions, they can be directed to Rebecca Kleinpeter.

MV-2 Entry

As everyone knows, Requests for Personal Assignment/Home Store Forms (MV-2) are due to LPAA on May 1st of each year. All driver assignments will be inactive on July 1, 2007. As we mentioned in the previous BYN, agencies will now enter their MV-2s directly into the system. Once entered, the hard copy form should be forwarded to Bobby Hill at LPAA (mailing address is P O Box 94095, Baton Rouge, La, 70704.) If you were unable to attend the last fleet trainings, here are some steps to entering the information:

- Call up the vehicle that you will be assigning to a person.
- Select the Assignment Tab. From this tab, you will select Make Request to receive a pop-up box.
- The vehicle assignment request pop-up box (as pictured), is where you will enter the drivers information and select the type of assignment the driver will have.
- The comments field can be used for any additional information (i.e. 'weekends only').
- The requested start date will be 07/01/2007, unless you are requesting this assignment in the middle of the fiscal year. Then it will be the date the assignment should begin.

Vehicle Assignment Request		Request	
Driver Information		Request	
Driver First Name *	REBECCA	Comments	
Driver Last Name *	KLEINPETER	Requested Start Date	07/01/2008
Driver License *	1234567	Requestor First Name	
One-Way Distance *	42	Requestor Last Name	
Job Position *	PROTEGE GURU		
Requested	Type*		
<input checked="" type="checkbox"/>	HOME STORAGE 4-Elected or Executive		
<input checked="" type="checkbox"/>	PERSONAL ASSIGNMENT 1-Exceeds Break-Even Mig		
<input type="button" value="Cancel"/>		<input type="button" value="Make Request >"/>	

On July 1, 2007, all FY06-07 assignments will say Inactive. All assignments approved for FY07-08 will say Active. All requests that have not been reviewed will say Pending. Keep in mind that this is only a request. After Bobby receives the hard copy MV-2 with completed signatures, will it be reviewed in the system. If you have any questions about personal assignment or home storage, please contact Bobby at 225-342-6855 or bobby.hill@la.gov.

From the Auditors



- When surplus items that require special attachments or plugs to work, please send them to surplus along with the original asset. For example, be sure to send power cords with monitors. LPAA's mission is to provide surplus property to other state agencies or municipalities at a reduced cost. When items are sent without their attachments it is very hard to place it into another agency.
- When doing your annual certification of inventory, if your agency has 3rd year discrepancies that need to be removed from the system, do so before you turn your inventory in. The transfer will remain pending in AMS until your certification is reviewed by Floyd.
- Trainings have been going well for the past few months. If you were unable to attend one of the previous trainings, you can contact your Compliance Officer for one-on-one training. Trainings at LPAA will resume later in the summer.
- Be sure to send in your location index each time you update it.
- If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager. If you would like to make an employee an authorized counter sales purchaser, complete an Authorized Counter Sale Purchaser form signed by the property manager and fax it to us at (225) 342-6891.

Internal Procedures

Each agency should have established internal procedures on handling property. Having good internal procedures is the key to maintaining your property and fleet management program.



Property Managers—Please review your internal procedures and send a copy to LPAA by July 1, 2007. These can be sent by email to Rebecca.kleinpeter@la.gov, by fax at 225-342-6891, or by mail at P O Box 94095, Baton Rouge LA 70804. Please make sure your agency name and five digit agency number are on your procedures.

Here are a few things to look for when updating your procedures:

- Procedures for new acquisitions, tagging of property, location changes, surplusing, and other dispositions.
- Procedures for conducting annual inventory, and explanation of unlocated items (if applicable).
- Keeping property location index updated.
- Procedures for vehicle mileage/fuel and maintenance entries.
- Procedures for tracking property out for repair, temporary removal, personally assigned property, etc.
- The maintenance of files and records. Copies of required documents must be maintained for 3 years plus current.

If you would like us to review your procedures, contact your Compliance Officer or Rebecca.

Important Reminders

- Fiscal Year 06-07 is quickly coming to a close. Be sure to balance your property records. Double check open transfers and dispositions. Make sure all assets purchased are entered into the system within 60 days of receipt.
- You have until 7/31/07 to have all pertinent vehicle data entered into AMS for FY06-07.
- Check out the newest MV-2 form posted on the website. You can type in the fields, print the form, complete the signatures, and forward it to LPAA.
- If you are wondering why you rarely hear "Protégé" when referring to the system, due to confusion about the company, we will be referring to the system as the Asset Management System (AMS).
- **The Shreveport training scheduled for May 15 & 16 has been canceled due to low registration.**



MV-7 Reimbursement for Personally Owned Vehicle Use

It shall be the responsibility of the agency transportation coordinator to insure that records are kept on all mileage reimbursement to state employees that have used privately owned vehicles to travel on state business. This reimbursement information shall be reported **monthly** to the state fleet manager no later than the thirteenth day following the end of the month to which the report pertains. A more extensive report on mileage reimbursement shall be filed with the state fleet manager for each **fiscal year** by the thirtieth day following the end of the fiscal year (LAC 34:XI.103.2.G.D).

This is done by using a MV-7 (DA5215). The form is located on LPAA's website. The monthly and fiscal report can be sent by using the same form. The number of employees above or below the annual breakeven mileage should only be given for the fiscal year report, not monthly. If you have any questions concerning reimbursement for personally-owned vehicle use, contact Bobby Hill at (225) 342-6855.

Mother's Day
May 13, 2007

Congrats Grads!



Happy Father's Day

April 17, 2007