

Brickyard News

Louisiana Property Assistance Agency

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Auction Information

The next two auctions will be on September 8th and October 13th. 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

New Forms Posted



As the Asset Management System (AMS) continues to update, we will continue to revise our forms. With the new access levels in place, we have revised the Request for ID and Password form on our website. This form now includes the Fleet Maintenance and Fleet User levels. Like most forms posted to LPAA's website, you can complete the form online, but not submit it. The majority of forms must be printed and signed by a property manager or agency head.

To simplify the process of ordering property tags, we are requesting more information to insure your tag order is correct. There has been a revision to the Request for Property Tags form. This form will give us more information about what type of tag you are requesting. We will need information such as how you want your agency's name printed on the label and what color the tags should be. We have even listed the colored tags available. If the tags you are requesting are not standard agency tags (i.e. 24821-000123) then please attach a sample. We have also restricted the agency name to 20 characters (including spaces). This form will only allow you to type those 20 characters in the space provided. It can't be submitted through the website because it requires a property manager's signature, but feel free to type and print it from our page.

If your agency has any blank forms on hand, please revise your stock with the newly posted forms. As always, forms can be found on LPAA's website at www.doa.louisiana.gov/lpaa/onlineforms.htm

Introducing Our New Compliance Officer

LPAA would like to welcome the newest addition to our Compliance Office staff, Mr. Tom Lohman. Tom can be reached at 225-342-3479 or through email at tom.lohman@la.gov.

From the desk of Tom Lohman:

"Although, I am a new state employee I bring a range of work experiences to this position. I, previously, worked for the Federal Government, as an educator, and a operator of a small business. In my short experience with the state, I have been impressed by the quality of the individuals that I have met and worked with so far. I look forward to meeting and working with you in the future and hope that we can establish a productive relationship. I know that we can work together to help you fulfill your duties as a property manager. "

CLK Status

Extra computers? We expect the CLK program to begin within the next week or two. They will only be picking up computers (no monitors, printers, scanners, etc). If you are not familiar with the program, we've mentioned it in numerous Brickyard News. Keep in mind that I (Rebecca) am the new CLK coordinator and all paperwork should be faxed to me at 225-342-6167. The minute we get the "ok" to begin having CLK pick-up, I'll send everyone an email. Until then, LPAA will continue picking up the items. If you are tight for space, please feel free to schedule a delivery to our warehouse.

Certification/Inventory Do's and Don'ts

Certification/Annual Inventory

- Don't forget your due date!
- Do remember to notify LPAA 30 days prior to beginning your inventory. Sixty days before your inventory is due, LPAA sends you a reminder that your inventory is coming up. You can notify us by using the Notification of Inventory Form posted on the website.
- Don't go by last year's certification date when completing your inventory.
- Do check AMS or your previous certification letter for your current due date. Keep in mind that if you do your inventory early then your date will be earlier next year. Dates also can be affected by holidays and week-ends. To check your due date in AMS, go to Contacts > By Agency > and search your agency number.
- Don't use the current acquisition cost when completing inventory. The current acquisition costs reflects only what your agency paid for an item, or the transfer fee if the item was transferred from another agency.
- Do always use the original acquisition cost when completing inventory. Property is tracked by the original acquisition cost to the state of Louisiana.



Categories	Reports
Asset Reports	Report Name
Auction Reports	Certification by Location/Person Responsible
Certification Reports	Certification by Asset
Contact Reports	Certification by Location
Counter Sales/WS Reports	Certification by Cost Center
	Certification by Notes2

- Don't use any reports in the "Asset Report" Category in AMS to complete your inventory.
- Do use a report in the "Certification Reports" Category. The Certification Reports are designed and formatted especially for doing an annual inventory. These reports include a signature line, which is required when submitting your certification.

- Don't give inaccurate information when submitting your current year discrepancies (unlocated items).
- Do submit the true and actual results of your inventory. If items are missing, report them as missing. The past has shown that over 50% of items not located at inventory time are found later. The found items will reflect on your agency's next certification as a "prior year discrepancy decrease."
- Don't send an incomplete certification packet.
- Do send the entire packet to LPAA. This includes (but not limited to) the Certification of Annual Property Inventory Form, the last page of your print out, a discrepancy report (unlocated assets report), and an explanation of unlocated assets (if applicable).
- Don't forget to make the appropriate copies of your certification.
- Do make a copy of your annual certification for your files. Also, a copy needs to be sent to the Legislative Auditors Office at P O Box 94397, Baton Rouge LA 70804.
- Don't send LPAA a copy of the certification.
- Do send the original. LPAA can not process your certification without the original copy and signatures. We do not need all of your agency's working papers, but we do need original signatures on the Certification of Annual Property Inventory Form and the last page of the print out.
- Don't stress about your annual inventory.
- Do remember we are Louisiana Property **ASSISTANCE** Agency and we are here to help you. If at any time during your inventory you need our assistance, do not hesitate to call us. Here are a list of people who can help you:



Rebecca Kleinpeter	225-342-6853
Aggie Higginbotham	225-342-6858
John Gilbeaux	225-342-4324
Stan Aaron	225-342-3022
Tom Lohman	225-342-3479
Floyd Rector	225-342-6852

Training Available

With so many people requesting training over the summer, we are surprised at the low registration for the upcoming classes. If you did not receive the email sent on August 17th, Property and Fleet training classes have been scheduled to begin in September. Tuesdays (9/12/07) Property class is almost full, but the registration for Wednesdays (9/13/07) Fleet class is low. Keep in mind these classes can be taken as a first time course, or a refresher course. When those classes are full we will schedule more. The dates can be found on our webpage at <http://www.doa.louisiana.gov/lpaa/training.htm>. As always, if you would like LPAA to come out and train your employees on their responsibility with property, let me know and we can schedule a session.



Seeing Changes?

Although no major changes have taken place in AMS this month, you will see a few different characters and screen adjustments. The transfer detail screen now lists only 20 records at a time, but allows you a "Next Page" button option. Ascending and descending arrows have also been added. These arrows, which were previously only found when searching for assets, will allow you to see the first set or last sets of number on your transfer.

Transfer Detail: Assets

Asset Number ▲▼	Description ▲▼	Qty Sent ▲▼	Qty Rcvd ▲▼	Surplus Cost ▲▼	Status ▲▼	Approved ▲▼	Receiver ▲▼
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If you were receiving the "Your password can not be validated" error, that should now be corrected. When you are assigned a temporary password you have 24 hours to sign in the system before the password expires. To ensure that you are able to log into the system with the temporary password, please use it the same day you request it.

We understand everyone's frustration with passwords expiring, so keep in mind the following rules:

- Password must not include any spaces.
- Password must be at least 6 characters long.
- Password must have at least one letter.
- Password must have at least one digit.
- Password must not contain more than two consecutive repeated characters.
- Password must not contain your name, initials, username, or their reverse.
- Password must not be any of the previous three passwords.

If at any time you need your password reset or have a question about AMS, contact Rebecca by email at rebecca.kleinpeter@la.gov.

Important Reminders

- Do not submit a change request to unlocate property! To unlocate property, type the current year in the "Unlocated Year" field and save the record.
- According to the LAC 34:VII.101. Property is defined as "all tangible non-consumable moveable property owned by an agency with the exception of property specifically exempted by the commissioner." Surplus property is defined as "any moveable state property which is deemed to be of no further use to the agency." This means that property under \$1,000 that is 'non-tagged' must be surplus also.
- According to the LAC 34.XI.103.2.d—No state employee of any agency may be assigned to operate a vehicle or personally assigned vehicle without the agency having a completed, signed, and checked Louisiana State Employee Driver Safety Program Authorization/History Form (DA2054) on file.
- If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager by written letter. If you would like to make an employee an authorized counter sales purchaser, complete an Authorized Counter Sale Purchaser form and fax it to us at (225) 342-6891.



Don't stress!
September 3rd
is Labor Day



National Boss
Day is October
16th!

