

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

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Auction Information

The next two auctions will be on July 14 and August 11th. 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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(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Welcome to FY07-08

July 1st marked the beginning of a new fiscal year. With so many new property and fleet managers being designated, we will soon begin training classes in Baton Rouge. Until you are able to attend one of the classes as a first-timer or as a refresher course, keep the following in mind:

- Property and Fleet records should be kept for 3 years plus current. That means your agency doesn't need to hold on to those old BF11s (unless your agency requires it).
- Be sure to balance your ending fiscal year records.
 - This includes comparing your actual purchases to the additions report to be sure all assets were entered and tagged.
 - Check to see that all dispositions you requested have been removed from your inventory.
 - By running your agency's monthly transfer report, you will have an accurate report of which assets are still in transfer to be disposed. This will help you balance your deletions report also.
 - By July 30th, all pertinent fleet information should be entered into the system. Run the vehicle utilization and maintenance reports to be sure all fuel and mileage were entered, and any repairs or maintenance was recorded. Running the vehicle MPG exception report may help you catch any errors in fuel and mileage.
- Every time you update your location index or your internal procedures, be sure to send a copy to LPAA.

If you have any questions about entering into the new fiscal year or how to balance out the old one, please contact your Compliance Officer.

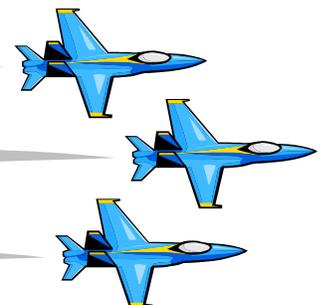
LPAA Employee Passing

It is with great sorrow that I am notifying you that Alton "Big Al" Couvillion passed away on Saturday morning, June 16, 2007. Alton worked at LPAA as the warehouse supervisor and had been with the department for about 10 years. Most people will remember him from his years at the Auto Shop. His friendly personality and constant smile will be forever missed.

He is survived by his wife Cynthia; a son and daughter-in-law, Jason and Melissa. Please keep Alton and his family in your thoughts.

To view his entire death notice, please use the following link:

<http://www.legacy.com/theadvocate/DeathNotices.asp?Page=Lifestory&PersonId=89147720>



New AMS Features

We have been receiving many calls about the new features that were put into place in June. Here are a list of the changes and how it affects you:

- When you tab out of a searchable field, such as the location field, a pop-up window immediately appears to let you know that there is a search going on. The white box will only say “Searching…” until it has located your requested information.
 - The “Use Previous Data” link has been removed. Please use the already existing “Save & Same” button in its place. Selecting “Save & Same” will display the last information entered so you can re-use the previous data.
- Save & View
Save & Same
Save & New
- The “Fleet Manager” access level has been renamed to “Fleet Maintenance”. This profile will only allow users to edit and enter the fuel/mileage and maintenance of vehicles.
 - A new “Fleet User” access level has been created. These users can add vehicles, edit/update vehicle information, and do transfers to surplus vehicles. This option has been added to the Request for ID form and posted on LPAA’s website at www.doa.louisiana.gov/lpaa/onlineforms.htm.
 - With agencies requesting to enter more acquisition information, three additional fields have been added. Purchase Order Date, Voucher, and Vendor can now be found on the add asset screen and when adding a non-tagged asset to a transfer. These fields are not required, but are there if your agency chooses to utilize them.
- | | | |
|---------|--|--|
| PO Date | <input style="width: 80%;" type="text"/> | |
| Voucher | <input style="width: 80%;" type="text"/> | |
| Vendor | <input style="width: 80%;" type="text"/> | |
- Under the transfer module, you now see an option to “Create Internal Transfer.” This feature must be purchased by your agency through Incircuit. It allows transfers within agency. For example, it would be a transfer from LSU location code 9100 to LSU location code 850. If you are interested in this feature, please contact Dean Hebert at dean@incircuit.com.

If you have any questions about the new changes to the system, please contact your Compliance Officer or Rebecca.

CLK—New Coordinator

As of July 1st, Rebecca Kleinpeter will be taking over as the new CLK Coordinator. Many agencies are aware and have had items picked up by Computers for Louisiana Kids (CLK). LPAA has been authorized to allow CLK to pick up surplus computers directly from state agencies. Below are the procedures for handling CLK computers:

- An agency completes a surplus transfer for computer equipment no longer needed at their agency. We encourage you to put computers on a separate transfer from other surplus items.
- These transfers are sent to Rebecca Kleinpeter, LPAA’s CLK Coordinator, and reviewed for computers that will be authorized for CLK to pickup. Any other equipment on the surplus transfer is then passed on to Rick Janis for pick-up or to schedule a delivery date.
- An email is sent to the agency contact person (person who created the surplus transfer) notifying them that CLK will be picking up their surplus computers from the specific transfer.
- Attached to that email is a Release Order - CLK, created from the original surplus transfer. This Release Order lists **ONLY** the items CLK can pick up.
- When CLK picks up the computers listed on the Release Order, they must sign for the ones they receive. The surplusing agency and CLK should both receive a copy of the signed Release Order.
- After the pickup is complete, the surplusing agency and CLK must fax a copy of the signed Release Order to Rebecca at 225.342.6167.
- Once both signed Release Orders are received, the surplus equipment will be removed from your inventory.



With it being the beginning of a new fiscal year, the CLK program may not go into affect immediately. If you have any questions on when CLK will be picking up, what they are authorized to pick-up, or how the process works, please feel free to contact Rebecca at rebecca.kleinpeter@la.gov.

Keeping up-to-date

Many users in the system rely on your agency information to contact you. On a daily basis LPAA looks up user telephone numbers, email address, and even physical address for your agency. Lately we have come across many users who have an incorrect telephone number, their email has been changed, or they are simply no longer employed. How do you know if your information is incorrect? In AMS, select Contact > By Name and search your last name. If your telephone number, fax number, or email is incorrect in the system, simply send Rebecca or your Compliance Officer an email to have it updated.

Please check to make sure your agency's mailing and physical addresses are also correct. To do so, select Contacts > By Agency > type in your agency number and click Search. This brings up your agency detail screen. Here you will see a list of contacts for your agency. If a user is no longer at your agency, send LPAA an email requesting to delete the user. Under the Address tab, you will see what we have currently listed as your mailing and physical address. If your agency has moved or will be moving, please notify us of the change so we can update it in the system.



Important Reminders



- If LPAA has not received your certification that was due on or before June 30th then it is late. According to the LAC, "the agency property manager shall conduct a complete physical inventory of the property owned by the agency each fiscal year and not more than 12 calendar months since the last physical inventory."
- All MV-2 Request for Personal Assignment or Home Storage should be entered into the system and the forms forwarded to Bobby Hill for FY07-08. These forms were due May 1st.
- LPAA will begin holding trainings in Baton Rouge in August. These trainings are open to all property/fleet contacts as a refresher or as a first-time class. Please check our website at www.doa.louisiana.gov/lpaa/training.htm for scheduled dates. Until then, if you have any questions please contact Rebecca. LPAA also holds a training for employees and their responsibility with property/fleet. If your agency would like an LPAA representative to hold a training at your office for 20 or more employees, please email Rebecca.
- Surplus property means **any** moveable state property which is deemed as no further use to the agency. Any moveable state property, from calculators and typewriters to cell phones, should be sent to surplus.



GOVDEALS.COM

Have you been keeping current with the things LPAA is auctioning off on GovDeals? GovDeals provides services to various governmental agencies that allow them to sell surplus property via the internet. LPAA is now utilizing GovDeals to hold online auctions. Allowing free registration, automatic bidding, and email notifications, GovDeals is user friendly and has numerous search features. You can view the items LPAA has for auction at <http://LASurplus.GovDeals.com>. If there are specific items you would like to see posted on GovDeals, please let Rebecca know. Remember, as a state employee you can participate in our live auctions and our GovDeals auctions.

Clerical Association of Louisiana

In a previous BYN, we did a story about the Clerical Association of Louisiana (CAL). This professional organization of all Louisiana Civil Service Clerical Personal is dedicated to the upgrade of clerical salary and clerical personnel images as professionals. Many of you were interested in joining, and requested more information. We are pleased to announce they now have a website and can be found at http://geocities.com/clerical_assn_of_la/CAL.html.



Happy July 4th!

