

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

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Auction Information

The next two months auctions will be on July 12th, August 9th, and August 23rd. 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 Reports

As always, through requests from our property managers, Incircuit has updated the system and provided us with new reports. Check out these new reports found under the "Asset Reports" option.

Cost Changes by Location—This will give you a list of all assets that had cost changes during a specified date range. It can be ran with all locations, separated by location, or can be ran just for one individual location.

Location Changes by Location—This report will give you a list of items that have had a location change within a specified date range, and which user made the change.

Location Changes

Agency: 24821
Beginning Date: 06/01/2007
Ending Date: 06/30/2008

Asset Number	Description	Serial Number	Entry Date	User	Old Location	New Location	Acq Cost
24821-001873	FAX (FACSIMILE)	01970300201	07/09/2007	RKLEINPETER	FLEET	CLERICAL	1,274.00
24821-001987	5 - ORANGE FORKLIFT	30592	01/10/2008	RKLEINPETER	F O S S	WAREHS	20,388.00
24821-001987	5 - ORANGE FORKLIFT	30592	10/03/2007	RKLEINPETER	WAREHS	F O S S	20,388.00
24821-001990	TIME CLOCK IN TRAILER	384050568	10/03/2007	RKLEINPETER	WAREHS	ADMIN	1,311.00

Monthly Summary by Location—This report includes a list of additions, deletions, and cost changes during a specific date range for one location or all of your agency locations grouped by location.

Monthly Rollup by Location—This report is a list of totals of additions, deletions, and cost changes during a specific date range for one location or all of your agency locations grouped by location.

As always, if you have any questions about a report or would like to suggest a report, please email your Compliance Officer.

**If you have been experiencing slowness in reports, it is due to the volume of reports being run for the end of the fiscal year. Thank you for your patience.*

Surplus of Titled Items

When your agency decides to surplus a vehicle, mobile home, boat trailer, utility trailer, homemade shop trailers, etc. **a title is mandatory**. If your agency does not have a title for one of these particular items, a duplicate title must be obtained. Please do not wait until time of surplus to do so. With the beginning of a fiscal year, now would be a great time to double check your files and be sure each titled item actually has an original title in the file. Manufacturer's Statement of Origins are not a title and will not be accepted by LPAA. You will need the Statement of Origin to obtain a duplicate title.

When surplusng a vehicle, you must also have a condition report. Send the original title/ registration, the condition report, and a copy of the transfer to LPAA. A vehicle transfer to surplus must be approved **prior to bringing** the vehicle to LPAA.

Completing a Daily Vehicle Log (MV-3)

The Daily Vehicle Log (MV-3) is used to record complete and current records concerning the daily usage of all fleet vehicles assigned to and owned or leased by the State of Louisiana. It should be completed on a daily basis. At the end of each month, it should be totaled, approved by a supervisor, and entered into the Asset Management System (AMS) by the 30th day following the end of the month to which the report contains. The original MV-3 is to be maintained in the agency's vehicle file, and will be reviewed by LPAA Compliance Officers to assure compliance with the Fleet Management Regulations. There is a sample MV-3 posted on LPAA's website, but they can be ordered by calling Forms Management at 225-219-9570. Here are the detailed instructions on completing an MV-3:

Vehicle Information:

- Property Tag Number - Use the entire property tag number when referencing a vehicle. This number includes the first five digits of your agency number, a hyphen, and the six digit tag number (i.e. 99801-012345).
- Serial (VIN) Number - Enter the complete serial number (17characters) of the vehicle on each MV-3 Form.
- License Plate - Enter the complete license number . You do not have to notify if the plate is private or public.
- Month & Year – the month and year to which the MV-3 pertains.
- PA (Y N) – circle “Y” for yes or “N” for no if the vehicle the MV-3 pertains to has personal assignment.
- HS (Y N) - circle “Y” for yes or “N” for no if the vehicle the MV-3 pertains to has home storage.
- Make/Model – vehicle information.
- Model Year – vehicle information.
- Beginning Odometer – the odometer reading on the vehicle at the beginning of the first day of the month being reported. The entry should be rounded to the nearest mile.

For every trip taken in the subject vehicles, enter the information below:

- Date – the date which the trip was taken.
- Trip Ending Reading – the odometer reading on the vehicle once you have returned to the domicile from the trip.
- Trip Mileage – the total miles driven on the trip. This should be the trip ending reading prior to the trip taken subtracted by the trip ending reading you entered.
- Gallons of Fuel – if fuel is purchased, put the number of gallons rounded to the nearest gallon in this field.
- Fuel Cost – if fuel is purchased, put the purchase price of the fuel in this field.
- Maintenance and Repair Costs – when maintenance and repairs of any kind are incurred, enter the details on the reverse side of the MV-3 and enter the cost in this field.
- Other Costs –any other costs in operation or ownership of the subject vehicle (do not include insurance, lease costs, fuel, maintenance, or repair costs), enter details on the reverse side of the MV-3 and enter the total cost in this field.
- Down Days – if the vehicle is broken down, in the shop, or can not be used, enter the number of days the vehicle is unavailable.
- Driver – each trip must be initialed in an identifiable fashion. For vehicles with personal assignment or home storage, the driver column may be left blank, with the authorized assigned driver signing at the end of each month.
- Location/Purpose of Trip– Enter for each trip a sufficient description of the origin, all median destinations, and ultimate destination of the trip to allow for reasonable supervision of employee travel and justification. Be sure to enter the purpose of the trip (meeting, site visit, etc.)

The month ending totals go as follows:

- Final Reading – the odometer reading at the end of the last day to which the MV-3 pertains.
- Monthly Totals - enter all totals requested for mileage, fuel, maintenance costs, and other costs by including dollars and cents for all cost totals requested. Round off DOWN DAYS total to the nearest number of full days.
- Authorized Supervisor – the authorized supervisor or transportation coordinator must review and sign the MV-3 after approval.

If you have any questions about the completion of an MV-3 or any other vehicle form, please contact your Compliance Officer.

Important Updates

- Bobby Hill has been assigned to the ERP Project, and will be gone an estimated three years. If you have any questions on personal assignment/home storage, underutilized vehicles, fleet increases, or any other fleet questions, please contact your Compliance Officer or Rick Janis.
- At times, we send emails to property and fleet managers regarding updates, but not every contact in AMS receives these emails. Please feel free to forward any emails we send to the appropriate persons. To be sure that you are receiving all emails, keep your contact information current. To view your contact information in AMS go to Contacts > By Name > type in your last name and double check your email address and phone/fax numbers.



New Certification Form for Inventory

All property managers recently received an email with a newly revised Certification of Annual Property Inventory Form attached. This form has been posted to LPAA’s website under Online Forms. Aside from a few format changes, only one section had requested information added. This section is Adjustments > Previous Year Discrepancies.

Previous Year Discrepancies: (use totals from current year and last year certification; report must be attached)	Previous Inventory (do not subtract from total)	Current Inventory	Before completing this form, you will need a copy of your previous years inventory.
1st Previous Year Dollar Amount	\$ _____	(-) \$ _____	(Previous Year Discrepancies or “PYD” refers to unlocated items)
2nd Previous Year Dollar Amount	\$ _____	(-) \$ _____	
3rd Previous Year Dollar Amount (if 3rd year, include transfer for 3rd PYD)	\$ _____	(-) \$ _____	

The purpose of updating the form is to show that your agency is finding unlocated items through out the three years. The *Previous Inventory* lines should match your previous years inventory form, which will be the cost of the unlocated items the last time you did inventory. You will take no mathematical action on these lines and they will not be factored into any totals. The *Current Inventory* lines will represent this years inventory and will match the Unlocated Report. These lines will be subtracted from your total dollar amount on your master file listing.

If you have any questions on completing the Certification of Inventory Form, please contact your Compliance Officer.

From the Auditors

- LPAA will be holding a special electronics auction in August. This August 23rd auction will only include electronics, which means if it can be plugged in, it is being auctioned! This includes telephone equipment, computers, copiers, fax machines, printers, laptops, radios, cameras, television equipment, projection equipment, etc. Remember that the auctions are completely public and you are more than welcome to attend and bid. You may also browse our GovDeals items for sale at <http://Lasurplus.GovDeals.com>.
- We have been successfully selling surplus items as-is/where-is on GovDeals. If you have items you think would be good for this process, please email Rebecca.
- Until a new contact is signed, no CLK Release Orders will be issued. If you have pending orders that were issued the last fiscal year, CLK can still pick them up. As of right now, everything will be picked up or delivered to LPAA. You will be notified at a later date when CLK will be assigned to pick up property again.

