

# Brickyard News

## Louisiana Property Assistance Agency

### Special points of interest:

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### Auction Information

The next two auctions will be on October 11th & November 8th. 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

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• [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## Keeping in Compliance

As property and fleet contacts, you will often hear LPAA employees say “we are Louisiana Property ASSISTANCE Agency and are here to assist you and keep your agency in compliance with the rules and regulations.” Please know that when we email you or send information to your agency, we are merely notifying you and helping you avoid audit findings.

It is very important that you take the necessary steps to correct any errors when brought to your attention.

Each year LPAA provides reports to the Legislature, Governor’s Office, Division of Administration and other agencies, who request information about the State of Louisiana’s property and fleet program. We do our best to ensure that these reports are correct. However, we depend on you, as end users, when entering pertinent information into AMS. There is no information more important than another when entering and maintaining your assets in the system. From being able to find the asset, to knowing the accounting information, to maintaining the usage of the asset, each field is just as important as the next.

Often you will see emails or hear us refer to quarterly balancing. Some agencies chose to balance every month, which is great. For smaller agencies we ask that you balance every quarter. Although it is not mandatory, doing so will ensure that your property/fleet records are in order, your data has been entered correctly, and you are in compliance with the rules and regulations. What reports should you pull to balance? Here are a list of the ones we recommend:

**Additions Report**—be sure everything purchased in that quarter was added to AMS.

**Deletions Report**—be sure everything surplus or disposed of is now off your inventory.

**Vehicle Utilization and Maintenance Report**—make sure that all fuel/mileage and maintenance entries were entered into the system for each month of that quarter.

**Vehicle Past Due Maintenance**—double check to make sure none of your vehicles are past due for maintenance.

For other compliance information, see your Compliance Officer or read all the BYN.



## LPAA Personnel Updates

New faces can be seen around LPAA in different offices. Bobby Hill is currently working full time on a special project and will not be at LPAA for up to five years.

Rick Janis has taken his place as the Interim State Fleet Manager. Rick can be contacted at 225-342-6855 or [Richard.janis@la.gov](mailto:Richard.janis@la.gov), and can be found in Bobby’s old office. Please forward all fleet information to him.

Now that Rick has stepped in and is handling Bobby’s job, who will schedule pick-ups? LPAA wants to welcome Angela Barker. Angela will be assisting Rick with all surplus pick-ups. She can be reached at 225-342-3407 or [angela.barker@la.gov](mailto:angela.barker@la.gov), and can be found directly across from Rick’s office. Please forward any surplus pick-up questions to her.

As always, if you are not sure who to contact you can always find assistance by calling LPAA’s main line at 225-342-6849 or the Compliance Department at 225-342-6853.



## Vehicle Attention

Focusing on vehicles, LPAA would like to bring numerous issues to your attention.



**License Plates.** Most agencies do not have the license plate number for a new vehicle at the time of entry into AMS. This is why we allow people to use "TEMP" or "Applied For" in the required license plate field. Our concern is that agencies are not updating this field when the new plate is received. Occasionally we will send out emails reminding agencies to update their plate numbers. Please take the time to review your vehicles currently in AMS. All FLEET vehicles must have a plate number. If an asset does not have the plate number, please update by submitting a change request.

**Fuel/Mileage.** Fuel and mileage should be entered into AMS for each month. Even if the vehicle has not been driven, an ending odometer must be entered. This has been featured several times in the BYN and is illustrated in the Asset Management Users Guide. It is important to have this information entered in the system and the information be correct. Erroneous odometer readings, fuel gallons, and fuel cost could result in numerous errors on a few different reports. These reports include the following:



*Vehicle Utilization and Maintenance Report.* This report gives you totals on your vehicle usage, fuel purchases, and maintenance costs. Many agencies use the information on this report to supply to ORM. By not entering the necessary totals, this report will be incorrect.

*Vehicle Break-Even Mileage Report.* LPAA uses this report to determine underutilized vehicles. If your agency does not enter the mileage and show the vehicle is being used, it could be considered underutilized and would be subject to be surplus.

*Vehicle MPG Exception Report.* This report is a list of vehicle miles per gallon (mpg) that get less than 15 or greater than 30. This report no longer includes non-fleet vehicles. Emails were recently sent out about this issue. When we ran the MPG Exception Report for our state, vehicles were listed that were going 0.03 mpg to 1008 mpg. Please run this report for your agency and double check to be sure all of your fuel entries are correct.

**Daily Vehicle Logs (MV-3 or DA5211).** Once again the MV-3 has been updated with a revision date of 8/08. Forms Management is carrying these forms and the old stock has been destroyed. From now on when you contact Forms Management to purchase this form, only the new revision will be available. There has been no drastic changes and all of the rules still apply. Be sure every column of the MV-3 is completed along with the totals row and it is signed by an authorized supervisor or the fleet manager each month.

**Preventive Maintenance Record (MV-4 or DA5212).** The Preventive Maintenance Record is a required form. This form has been updated with a revision date of 8/08 and can be ordered through Forms Management. If your agency would like to create their own in-house Preventive Maintenance Record, it must be drafted and sent to LPAA for approval. Every agency must have some type of preventive maintenance schedule in place. Any time maintenance is completed, it must be recorded on the MV-3 and entered into AMS.



**Vehicle Information.** Having the correct vehicle information in the system is very important. Be sure to go exactly by the title when adding the vehicle. You want to make sure that the vehicle type you select is the correct one for the actual type of vehicle it is. For example, you would not select "Car, Large, Auto" if the vehicle is actually a Ford F250. The VIN should be the correct 17 digit vehicle identification number. As stated earlier, no field is more important than the next so be sure your make, model, year, and other identifying fields are correct.

**Surplusing Vehicles.** Once you determine a vehicle will be surplus, you will need to complete a transfer in AMS. Keep in mind this surplus transfer will not be approved until LPAA receives the original title/registration, a condition report, and a copy of the transfer. It would be beneficial to be sure that any titled items at your agency have a title on file. If you do not have an original title for a vehicle, trailer, or mobile home, now is the time to request a duplicate title. Doing so will make the surplusing process much smoother and quicker.

We understand that maintaining your vehicles is not a one person job and you must depend on your co-workers and people who the vehicles are entrusted to write the correct information on the Daily Vehicle Log (MV-3). Remember that at any time you can request the LPAA Compliance Office to conduct a training on fleet. This training is based on employee responsibility and what we expect of them. If you are interested, contact Rebecca.

## What is a non-tagged item?

By definition, surplus property is any moveable state property which is deemed to be of no further use to an agency. When completing a transfer to surplus or disposal in AMS, your property over \$1,000 has an identifying property tag number that you can enter into that transfer. Your items under that amount do not. These items are considered non-tagged items (NT).

When NT items need to be surplus, the system generates a unique number for those items. The good thing about adding NT items to a transfer is you can add them by quantity. Each time you create a transfer and need to add NT assets to the transfer you will select the "Create Non-Tagged Asset" option.

You will receive an "Insert NT Asset" Screen. The asset number is automatically assigned by the system and your agency information should be populated. The class field works just like when you are adding an asset. Because

**Insert Non-tagged Asset**

Asset Number \*

Agency \*  DIVISION OF ADMINISTRATION-LA. PROPERTY AS. 39

Class \*  29

Acquisition Cost \*

Quantity \*

Location \*

Fund allocation for this transaction

Fund Type	Fund	Percent	Def.

most agencies do not track NT items or are surplus multiple NT items, it is fine to use 1 as the acquisition cost. The next field is the quantity field. Here you can put the total number of items of same class. For example, you can surplus 100 chairs under this one NT number.

Once you click "Save," the NT assets will add to the bottom of your transfer.

Remember, if you have 20 NT monitors you are going to surplus, you only need one NT

24821-NT1576965	CHAIR
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number and a quantity of 20. It will save you a lot of time!

## Important Reminders

- Be sure your surplus items are clearly marked and in an easily accessible area before LPAA drivers get there to pick them up. The drivers have multiple stops and the more organized the surplus property is, the quicker we can move the items and be out of the way. If you have any questions on a surplus pick-up, please contact Angela.
- When you surplus items, please be sure to surplus each part of the item. For example, it is hard to resell a projector to another agency if you do not surplus the power cord that goes with it. Please be sure to surplus all pertinent cords or adapters to assets.
- When surplus medical equipment, be sure to remove any drugs, needles, etc from any drawers, shelves, or cabinets. We can not resell these items and will not accept them into the warehouse.
- All property and fleet related forms, along with the rules and regulations are posted on LPAA's website. Please bookmark it [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa).
- Although the two recent hurricanes canceled September's auction, we are continuing to sell items on GovDeals.
- September ends the first quarter of fiscal year 2009! Don't forget to balance!
- When requesting property tags from LPAA, you must use the newly revised form, which was posted in September 2007. This form contains more required information. To ensure correctness and to receive your tags in a timely manner, please visit our website for the updated Request for Property Tags form. These forms can be faxed Attn Sheryl Ferguson at 225-342-6891.
- If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager. This approval can come as a written memo or on the State Agency Counter Sales Purchaser Update Form. Please fax this information to 225-342-6891.
- We understand the aggravation when you get the message "ID or Password can not be validated" when logging into AMS. By not using the system for 30 days or using the incorrect password three times in a row, your password will lock out. It only takes a few steps to have your password reset through a support request. However, we are having problems with people submitting support requests, emailing, and calling LPAA. By sending multiple requests, your password may be changed multiple times, leading to more aggravation. Please only send one request.

