

# Brickyard News

*Louisiana Property Assistance Agency*

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Auction Information

The next two auctions will be on May 14, 2005 and June 11, 2005. 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.state.la.us/lpaa](http://www.state.la.us/lpaa)

## Fiscal Year Coming to an End

With the fiscal year coming to a close, Protégé is standing strong and still improving to accommodate the needs of property and fleet management. Protégé, which was launched statewide on June 1, 2003, will provide the majority of your fiscal year reports. There are currently five net change reports that will specify additions, deletions, changes, prior year additions, and recovered assets. You may want to run an asset report on June 30th for your end of the year fiscal statements. Now is the time to make sure you are in compliance with the Rules and Regulations.



Each property manager shall maintain for three years past, the following files:

- Records of acquisitions and transfers
- Annual printout of inventory used during certification
- Letters of certification of moveable property inventory and subsequent letters of acceptance or rejection
- Records of all dispositions (such as scrap, dismantled, death, surplus, etc)
- A copy of the agency's internal procedures

Reporting requirements from the Head of an Agency are (but not limited to):

- New agency or agency reorganization
- Notification of a new property or fleet manager and domicile
- Request for more than one property or fleet manager
- Notification when a property or fleet manager ceases to function or was replaced
- Notification when property is not located or destroyed

Reporting requirements from the Property Manager are (but not limited to):

- Request for agency code numbers (sub numbers)
- Request for new class codes
- Request for property identification tags
- Request for authorization not to tag an item
- Copy of current property location listing
- Submission of inventory information
- Thirty days notice prior to annual inventory
- Discrepancy reports

If you have any questions about fiscal year reports, please contact your auditor. If you would like to request a copy of the Property Control or Fleet Management Regulations, contact Rebecca Kleinpeter at (225) 342-6853.

## Read-Only Canceled

Effective May 6, 2005 the universal "read-only" Protégé ID will be canceled. Anyone using this ID to view property in Protégé will need to be issued their own ID. This can be done by contacting the Property Manager of your agency and have them complete a request form. The Protégé Request for ID and Password form is located on LPAA's website. If you have any questions, contact Rebecca Kleinpeter through email at [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov). Sorry in advance for the inconvenience.

## Fleet Management Hints

- No person may be authorized to operate or travel in a fleet vehicle unless that person is a state employee as defined in §101. D.14 in the Fleet Management Regulations.
- It is the responsibility of the agency transportation coordinator to insure that the MV-2 is completed, signed, and approved prior to the personal assignment or home storage of a vehicle.
- Any personal assignment approved by the commissioner during the year shall expire June 30, and renewal will require submission of a MV-2. MV-2s can be obtained by calling Forms Management at (225) 219-9570.
- Any state employee that operates a fleet vehicle must have a valid state license to operate that vehicle and have a completed and signed Louisiana State Employee Driver Safety Program Authorization/Driving History form (DA2054) on file.
- Maintenance needing to be done on a regular basis is listed in Protégé along with the odometer readings at which it should be completed. This maintenance includes oil changes, air filters, fuel filters, and transmission fluids. A preventative maintenance form is also located on LPAA's website.

## 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 or can be obtained by calling Forms Management at (225) 219-9570. 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.

## Entering Vehicle Maintenance

Vehicle maintenance is entered by each agency directly into Protégé. Here is how to do so:

- Call up the vehicle on which the maintenance was performed and click the "Maint/Repair" tab.
- This shows you a grid of numerous maintenances and the approximate mileage at which they should be done. When you click the type of maintenance that was done a pop-up will appear requesting information such as the date the maintenance was done, mileage on the vehicle at the time the maintenance was done, vendor information, and cost.
- Once all of the information is entered, click "Save" then refresh your screen (this can be done by hitting F5)
- This saves the maintenance under the "Completed" tab for that vehicle.
- If a repair or maintenance was done that is not listed in the grid, click "Insert" under the "Maint/Repair" tab.
- This will bring up a pop-up screen that will allow you to choose the repair or maintenance specifically done on that vehicle.

If you have any questions about entering vehicle maintenance, contact your Compliance Officer.

## Important Reminders

- If you receive an error when logging into Protégé or disable your password, email Chad at [chad.beard@la.gov](mailto:chad.beard@la.gov) for help.
- Many of the forms used for property and fleet management (such as the MV-2) can be purchased through Forms Management. To inquire please call (225) 219-9570.
- Prepare your reports for the end of the fiscal year.
- LPAA is currently holding Fleet Rules and Fleet Protégé Training. View our website to sign up.




## How to Upgrade an Asset

The Protégé definition of an **upgrade** is when the cost of an item is increased due to an addition that increases the value (i.e. an internal drive added to a computer or a winch to a truck).

The Protégé definition of a **change request** is when someone enters a record and the acquisition cost needs to be changed due to a typo or an additional cost (i.e. installation or shipping).

- Once you pull up the asset detail by going to Asset > By Asset Number click the accounting tab.
- To do an upgrade you will need to click the "Insert..." button. When you do, a pop-up screen (like the one shown to the right) will appear.
- Complete the required information, using "Upgrade" as the Transaction Type.
- In the amount field, you only put the cost of the upgrade.
- After saving, push F5 (this refreshes your screen) and notice that an extra grid line was added as an upgrade.

**Accounting Insert:**

Date \*  

Tran Type \*

Method \*

Description

Amount \*

PO Number \*

## Do Your Employees Know...

- According to LAC34:VII.305.E, "The agency property manager and each person to whom property is entrusted and receipted for...shall be liable for the payment of damages, whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage, or destruction ..."

## A Note from the Auditors

When you receive the notification in the mail that your agency has been scheduled for an audit, keep in mind that we are Louisiana Property ASSISTANCE Agency and we are here to assist you with your property and fleet control. Here are a few things your Compliance Officer will be looking for during an audit:

- Letter of designation of Property Manager
- Internal Procedures
  - Procedure for new acquisitions
  - Procedure for dispositions
  - Procedure for conducting annual inventory
- Property location index
- Copy of yearly certifications
  - Certifications must be done every 12 months and within each fiscal year
  - Agencies must certify using the original cost
- Discrepancy listings
- Theft reports and Risk Management Claim Forms
- Receipts for property out for repair or on loan
- Inventory notifications
- Tag requests
- MV-2 Personal Assignment/Home Storage Forms
- MV-2 Daily Vehicle Usage Log
- MV-4 Preventive Maintenance Record
- MV-7 Reimbursement for Personally Owned Vehicles
- DOA2054 State Employee Driver Authorization/History Form
- Physical Inventory Checklist

If you have any questions or are missing any of the above information, contact your auditor.



Happy Mother's Day  
May 8, 2005



Memorial Day  
May 30, 2005



Happy Father's Day  
June 19, 2005

