

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

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Auction Information

The next two auctions will be on November 10, 2006 and December 8, 2006. 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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New Updates in AMS

Most of you have noticed the newest releases in the Asset Management System, but have you tried them out yet? As always, we strive to keep up with the latest information and updates and do all possible to simplify your property management needs. Here are a list of some new features recently added to AMS:

Saved Searches

Ever realized how many times you do the same search on your inventory each month? Wouldn't it be nice to retrieve that search with one click of a button instead of having to complete all of the search criteria over again? The Advance Search feature now allows you to save the search criteria you enter so you can use it again in the future.

Asset Number	24821%
Agency	
Class	
Description	
Record Type	VEHICLE

For example, lets say you want to save a search that will give you all of your vehicles. You would go to Assets > Search—Advanced, then complete the criteria (as seen to the left). When you hit Search, you receive a list of vehicles for your agency. At the bottom of the list you have the option to “Save Search”. By clicking this option, you can type in the search name, and a description of the search. Now, when

you want to run that search, you can go to Assets > Save Searches, and all searches you have saved will be there. Simply click on the one you wish to run and all of the information is there.



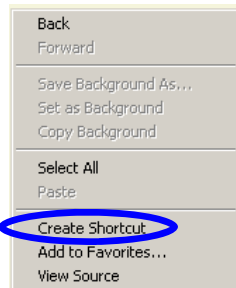
Recent Reports

The report screen now includes an additional report category named “Recent Reports.” As you run various reports, they are copied into that folder. This will allow quick access to your frequently used reports without having to search through the various reports options.

Desktop Shortcuts

Many users have experienced difficulty with logging into Incircuit through the shortcut on their desktop. With Windows updates and security issues, some shortcuts may not be working. If you are having a problem using the shortcut on your desktop, please do the following:

- Delete your current Incircuit shortcut off your desktop.
- Open the Internet Explorer and type “www.Incircuit.com” into the browser.



- Once you get to the Incircuit homepage, right click anywhere on the homepage.
- You will receive a dropdown menu with an option to “Create Shortcut.” This will put a new shortcut on your desktop and should work properly.

As always, if you have specific questions you can contact your Compliance Officer or Rebecca.

Categories
Recent Reports
Asset Reports
Auction Reports
Certification Reports
Contact Reports
Counter Sales/WS Reports
Depreciation Reports
LPAA Reports
Classification Reports
Net Change Reports
Transfer Reports
Vehicle Reports
Elective Assets
ALL Reports

Most Common MYTHS About Property

My state agency does not have to comply with property/fleet regulations.

False. According to the LAC 34:VII.101, **agency** is defined as any state office, department, board, commission, institution, division, officer, or other person or functional group heretofore existing or hereafter created, which is authorized to exercise, or that does exercise any function of the government of the state.



I do not have to surplus items that are not tagged.

False. According to the LAC 34:VII.101, surplus property is defined as any moveable state property which is deemed to be of no further use to the agency. Although not all property must be tagged, all moveable property must be surplus. This is why when creating a surplus transfer you have the option to add a non-tagged asset to the transfer. Be sure you are correctly disposing of all moveable property.



My agency has the authority to dispose of their own property.

False. According to the LAC 34:VII.501, “no property of any agency shall be sold to any person or legal entity or otherwise alienated, or be transferred, assigned or entrusted to any other group without the written permission of the commissioner” through an approved transfer. Only LPAA has the authority to dispose of property.

Once I request a disposition I can proceed before it is approved.

False. When you create a disposition transfer (a scrap, dismantle, surplus etc) it is only a request. Remember that an approved request shall be the authority for action. LPAA may change the disposition on a transfer. For example, if you are surplus chairs that should have four legs but only have three, LPAA may void that and request you to scrap them. Same with scrap. If you are scrapping a piece of equipment that may be of use to another agency, LPAA may void that transfer and request you to surplus it. Do not take any action until you have the approved request in hand.



I can not be made to pay for items I break negligently.

False. According to the LAC 34:VII.305.E, “the agency property manager and each person to whom property is entrusted and receipted for as provided in these regulations shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property.”

I can't do property control because I do not have enough time.

False. According to the LAC 34:VII.305.F, “the head of the agency shall allow the agency property manager the necessary time and provide them with the necessary supplies and assistance for performance of their duties.”



LPAA can not do anything to our agency if we do not comply.

False. According to the LAC 34:VII.901, below are the noncompliance penalties:

- Call in the good faith performance bonds of the respective property managers.
- Take action to restrict or require acquisition of moveable property only on approval of the commissioner until compliance with the moveable property is completed.
- Revoke or restrict purchasing authority of moveable property.
- Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.



I can not purchase at the state auction because I am a state employee.

False. State auctions are open to the public. As state employees, you are allowed to purchase at our state auctions or on GovDeals. Employees of the Office of General Services (LPAA, LFPAA, Forms Management, State Printing, and State Mail) are not allowed to participate in state auctions.



If you have any questions about property or fleet rules and regulations, contact your Compliance Officer or the Compliance Department at 225-342-6853

Things You Should Know About CLK

As many of you are aware, CLK is now picking up computers and monitors. Here are some things we need you to keep in mind when surplusing your computer equipment.

- **We ask that computers and monitors be placed on a transfer alone.** Do not include fax, desks, or other equipment on a computer transfer. It is much easier to have CLK pick up one entire transfer then having to split it between CLK and LPAA.
- **CLK can only pick up items on the Release Order.** A release order is created from the original surplus transfer. However, all of the items on the original transfer may not be on the release order. Only the items on the release order can be picked-up by CLK.
- **Be sure to put contact information and address in the Remarks section of your surplus transfers.** Not just for computer transfers, but with all pick-up surplus transfers your agency should be putting a contact name, number and email address, along with the physical address to where the property is located. Instead of us having to guess where to pick the items up, please clarify it on the front end and help us complete your surplus faster.
- **Fax your signed copy to 225-342-6167 to have the items removed from your inventory.** Once CLK picks up the release order, there are two signature lines. One for CLK and one for your agency contact. LPAA must receive a fax copy from CLK and a fax copy from your agency before we can remove the items from your inventory. Be sure to keep a copy of this and fax it as soon as the items are picked up.

If you have any questions about the CLK program or how CLK pick-ups are handled, please contact Rebecca at Rebecca.Kleinpeter@la.gov or CACRC at 225-379-3577.

Ordering Property Tags

According to LAC 34:VII.309, each item which meets the definition of items of property to be inventoried must be identified with an identification tag approved by the commissioner of administration. Agencies shall submit their requests for tags directly to LPAA. Aside from the standard white tag, you can also have different color tags printed. Some agencies find it in their best interest to use a colored tag to distinguish different grants or monies used to purchase that item. Tags can be printed in white, yellow, blue, pink, red, and green. This could be a colorful way to keep track of your property. The diagram to the left shows the exact shade of the colored tags.

A new Request for Identification Tag form has been posted on LPAA's website at www.doa.louisiana.gov/lpaa/onlineforms.htm and should be used for any tag requests. All tag requests can be submitted by fax at (225) 342-6891.

Tag colors:



Winter Clean-up

We will soon begin our winter AMS clean-up. Here are a few things you can do to help us:

- Please run the User Access Report (located under the Contact Reports). This report lists the people who have access to your property records. If any of these people need to be deleted, please email Rebecca their names. We will soon begin sending emails to Property Managers for users on their list who have not logged into AMS within a year or who have never logged in at all.
- See if you have any open transfers to or from your agency. You can do this by going to Transfer > Search, then searching your agency number in the "To" or "From" spot with status of "Open." You may find some of these transfers need to be voided, tagged, or may just be a pending surplus.
- As always, keep your agency address, your phone number, and your email address current. It can be updated at any time by emailing your Compliance Officer or Rebecca.

