

# Brickyard News

*Louisiana Property Assistance Agency*

## Special points of interest:

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## Auction Information

The next auctions will be on January 12, February 2nd, and February 9th. 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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Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

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

## Let's Do a 2008 Update!!

Last year went by so fast and it is already 2008! Help us keep up with your current information by doing a 2008 update in AMS. Check the following information and email the current and/or correct information to [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov).

*Have you moved?* In AMS, go to Contacts > By Agency > type in your agency number > Search > select the Address tab in the middle of the screen. You should have a mailing address and physical address. Are they correct?

*Are your employees current?* Run the User Access List, which can be found in the report section of AMS under Contact Reports. If you have users listed who are no longer with your agency, send a quick email to have them deleted. Also, you may request to delete users who have not logged into the system in over a year.



*How can we contact you?* We contact you mostly through email or telephone, and need this information to remain current. In AMS, go to Contacts > By Name > type in your last name > Search. This is the information we have for you. Is your phone number correct? Do you have an extension we can reach you at? Is the fax number correct? Is your email address correct?

Keep in mind it is very important to keep your agency and personal information up-to-date. Having AMS users who no longer work at your agency could result in an audit finding.

## Surplus Pick-ups & Deliveries

According to the LAC 34:VII.501.G, all surplus items must clearly be marked with the approved transfer number and located in an easily accessible area. If a pick-up is scheduled for your agency and the truck driver arrives and your items do not have the transfer number on the items, it will not be picked up. Same applies to deliveries. If your agency delivers property to the LPAA warehouse and it is not marked with the transfer number, it will be rejected. How do you put the transfer number on the item? Most commonly, a sheet of mailing labels are used. Please do not write the transfer number directly on the item, this lowers resell value. We ask that you **do not** remove the original property tag. This helps us verify items when receiving it into our warehouse and removing it from your inventory.

Having your surplus items in an easily accessible area will benefit everyone. Our truck drivers have multiple stops each day and are only allowed a certain amount of time at each stop. Keep the items in a centralized location. You will know ahead of time when the drivers are coming and approximately what time they will be there. This way, they can get in and out quickly. Allowing them and you to get back to other business. If you have any questions about pick-ups or deliveries, contact Rick at 225-342-3407.

## How To...Receipts for Property

According to the LAC 34:VII.305.C, “when any property is entrusted to any other officer or employee of the agency, the agency property manager shall secure a receipt for such property from the person receiving the property.” The receipt is an in-house form that is different for each agency. By following the steps below, you can create a customized receipt. (For this example, we are going to create a receipt for Rebecca at LPAA.)

- The most important thing before you can create the receipt is be sure you have the entrusted person’s name listed as the person responsible on each asset. If not, see the Users Guide to do so. Keep in mind that the name must be identical on each asset (it will not work if one asset says “Rebecca” and the other says “Rebecca K”).

- Search the assets that belong to this person. This is done by going to Assets > Search-Advanced. Here you will need to search your agency’s assets for that person responsible. This can be done by filling in the asset number field with your agency number then a percent sign, and by filling in the person responsible field, then click Search.

- This will give you a list of items that the person is responsible for. Make sure that all of the items are listed. If not, go back to the asset and be sure they have the person responsible on the asset.

Asset Num	Description	Serial Num
24821-002244	DIGITAL CAMERA	89985259
24821-002271	DIGITAL CAMERA	41389479
24821-002293	LAPTOP XP1900	822AK5BZJ1P1
24821-002338	DELL COMPUTER	16J2891

- After you have the items listed, click the Report button, located at the bottom (not the Report module button). When you click the Report button it will bring you to the reports screen. Select Certification Reports, then the Certification by Asset Report. This will bring up a report that lists only the items that the person is responsible for.

- Notice that this report already has the tag number, description, serial numbers, costs, and a signature line. This saves you from typing or writing them into another document.

- From this report you are going to export it to a Word document. To do so, select this icon at the top left corner of the report.

- You will get a pop up, where you will select Microsoft Word as the File Format and name the file whatever you wish. When you hit “OK” it will give you the option to open the file. Select “Yes” to open it.

- Now that you have all of the information you need in a word document, you can change the “I hereby certify...” sentence to say whatever you wish. This is an example of what it could say, and what the Division of Administration uses on their receipts:

### Asset Certification Report

Asset	Description	Serial Number	Building	Floor	Room	Person	Unit Cost	Current Cost	Original Cost
24821-002244	DIGITAL CAMERA	89985259	BRICKYARD			REBECCA	1,189.75	1,189.75	
24821-002271	DIGITAL CAMERA	41389479	BRICKYARD			REBECCA	1,055.65	1,055.65	
24821-002293	LAPTOP XP1900	822AK5BZJ1P1	BRICKYARD	1	HOME	REBECCA	0.00	1,269.00	
24821-002338	DELL COMPUTER	16J2891	BRICKYARD	1	AUDITOR	REBECCA	735.87	735.87	

Grand Total:  
 TOTAL ASSETS: 4  
 TOTAL CURRENT ACO COST: \$ 2,981.12  
 TOTAL ORIGINAL ACO COST: \$ 4,231.12

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

This form is to acknowledge that I have been assigned state equipment for use outside of the DOA office premises. I have read DOA Policy No. 6 and will comply with the provisions of said policy.

I understand that the equipment listed below is to be used **only** by me and **only** for DOA official business. I agree to do everything within my power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to me.

Upon completion of the program/project for which this equipment was issued for my use, or a change in duties which eliminates the need for the equipment, or when requested by my supervisor or section head, all equipment will be returned to the DOA Section from which it was removed.

- Print the form, have the person responsible sign it, and keep it with your property records. Keep in mind that not having receipts for property can be an audit finding.

If you have any questions, contact Rebecca at rebecca.kleinpeter@la.gov.

## Auction Information

We wanted to let you know about a special upcoming auction. February 2, 2008, LPAA will be holding a special auction on River Road at Brightside where we will be auctioning off over ninety (90) fully furnished mobile homes! Inspections will be held as an Open House on January 26th & 27th from 10 am to 3 pm. The actual auction will be held February 2nd. Gates will open at 7 am for inspection and the auction begins at 10 am.



Visit LPAA's website at [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa) to get all information and complete auction pictures. As always, if you have any questions feel free to contact me. We understand some people can not make it to each live auction, so GovDeals is another way to participate and acquire surplus property. We are currently posting these trailers on GovDeals also. They can be found at <http://LaSurplus.GovDeals.com>.



## Important Reminders

- January begins a new quarter. Be sure to balance out your property and make sure what should be removed from inventory has been, check open transfers to make sure action will be taken, and double check to make sure all your acquisitions have been added to the system.
- Be sure drivers are completing the Daily Vehicle Logs (MV-3s). This includes the date, ending odometer, miles traveled, any expenses incurred during the trip, driver initials, and destination and purpose of the trip. Auditors are reviewing them very closely and finding missing information. If you have any questions, please refer to the Fleet Management Regulations.




## Shop Surplus = Save Money!

Several offices will be closing and moving within the next few months. We will be expecting some very nice furniture and would like to offer your agency an incentive to shop surplus. Below is a one time offer per agency for \$10 off a \$100 purchase. The offer expires March 31, 2008, so we hope to see you before then!

Offer Expires March 31, 2008

This offer is good for \$10 off a purchase of \$100 or more!



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Limit one per agency. Offer only available to State Agencies. Redeemable only at LPAA Surplus warehouse.

