

LDH Moveable Property

	Louisiana Department of Health (LDH)	
	Policy Number	61.2
	Content	Responsibility and accountability for property owned by LDH
	Effective Date	September 28, 2018
	Inquiries to	Office of Management and Finance Office of the Undersecretary Administrative Services Section PO Box 629 Baton Rouge, LA 70821 225-342-3501

I. PURPOSE

It is the purpose of this policy to provide a uniform method of maintaining accurate inventories of all moveable property within the Louisiana Department of Health (LDH) and to assure compliance with Louisiana State Property Control Laws, Regulations, Administrative Codes, and Policies and any applicable federal funding source requirements.

II. APPLICABILITY

This policy applies to all agencies and facilities under the LDH and is authorized pursuant to the Louisiana Administrative Code (“LAC”), Title 34, Government contracts, procurement and property control, Part VII, Property Control, Chapters 1-9. This policy adheres to the guidelines promulgated by the Division of Administration’s (DOA) Office of Risk Management (ORM) to assure compliance as contained in the Louisiana Administrative Code, Title 37, Part I, Subpart 1, Chapter 3 regarding blanket fire and extended coverage on all LDH owned buildings and content within and/or LDH owned contents in a leased building. Failure to comply with the State Property Control Regulations may result in disciplinary action up to and including dismissal from employment.

III. DEFINITIONS

- A. **Agency** - any state office, department, board, officer, division, bureau or unit that reports to LDH.

- B. **Agency/Facility Property Coordinator** - the employee designated by the head of the agency/facility who is responsible in assisting the Agency/Facility Property Manager for all moveable and non-consumable property owned by that agency/facility and shall be responsible in assisting with the Annual Asset Certification of the physical inventory of each location.
- C. **Agency/Facility Property Manager** - the employee designated by the head of the agency/facility who is responsible for all moveable and non-consumable property owned by that agency/facility including, but not limited to Annual Asset Certification to Louisiana Property Assistant Agency (“LPAA”). Each property manager shall be covered by the faithful Performance of Duty Bond.
- D. **Blanket Fire and Extended Coverage** - insurance which covers all LDH owned buildings and its contents and/or LDH owned contents within a leased building.
- E. **Building Code** - the code given by ORM that is used to identify all state owned or state leased buildings.
- F. **Commissioner** - the Commissioner of the Division of Administration.
- G. **Department** - for the purpose of these regulations, means Louisiana Department of Health (LDH) and its boards and commissions.
- H. **Division of Administration** - the state government’s hub of all management and financial operations that is responsible for the development of the state budget and has oversight of agencies’ spending.
- I. **Facilities** - the four 24-hour residential facilities that reports to LDH. (Eastern Louisiana Mental Health System, Villa Feliciana Medical Complex, Pinecrest Supports and Services Center, Central Louisiana State Hospital)
- J. **Inventory Classification Code:** a means used by the State Official System of Record to identify a category in which inventory lies. (i.e. computer-desktop, computer-laptop, computer-accessory)
- K. **Hospital Supplies** - all implements and/or instruments which are considered disposable or expendable will be considered as medical supplies and shall not be considered property or equipment to be tagged. The hospital head shall determine which assets are within this category.
- L. **LDH Assistant Secretary** - the person responsible for appointing their agency level property manager and property coordinator.
- M. **LDH Facility Administrator** – the person responsible for appointing their facility level property manager and property coordinator.
- N. **LDH Property Monitor** - the manager and/or employee designated by the LDH Undersecretary as LDH Property Monitor. This individual shall monitor and assist all Agency/Facility Property Managers, Agency/Facility Property Coordinators, and/or

Organization Property Liaisons. Each property manager shall be covered by the faithful Performance of Duty Bond.

- O. **LDH Undersecretary** - the person responsible for LDH's administration and operation of property management for all LDH agencies and facilities.
- P. **Louisiana Property Assistant Agency (LPAA)** - the DOA agency responsible for the control and disposition of all state moveable property and management of the state's fleet of vehicles.
- Q. **Louisiana Property Assistance Agency Director** - the individual in the Louisiana Property Assistance Agency of the Division of Administration (DOA) who has been designated by the Commissioner as the person responsible to the Commissioner for the Administration of the State Property Inventory regulations.
- R. **Location** - the physical address of the assets located in state owned or state leased buildings.
- S. **LPAA Asset Certification Report** – the certification of annual property inventory as per Louisiana Administrative Code Title 34 Section VII §313 F.11.
- T. **Office of Risk Management (ORM)** - the DOA office that is responsible for managing all state insurance coverage covering property and liability exposure.
- U. **Office of State Buildings (OSB)** - the DOA office that is responsible for managing all state owned buildings.
- V. **Organization** - the section within an agency (i.e. 307-0111 "Office of the Secretary-Payment Management Office." The Payment Management Office would be the organization.
- W. **Organization/Facility Purchasing/Receiving Agent(s)** - this person conducts the purchases on behalf of your agency/facility.
- X. **Organization Manager** - the Division Director or Agency's Section Chief or their designee who appoints their Organization Property Liaison.
- Y. **Organization Property Liaison** - the person designated by the Organization Manager who is responsible for all moveable, non-consumable property owned by the organization and shall be responsible in assisting the Agency/Facility Property Coordinator with the Annual Asset Certification of the physical inventory at the assigned location(s).
- Z. **Office of Technology Services (OTS)** – the agency which functions as the centralized provider of IT support services for executive cabinet agencies of state government and is designated as the sole authority for information technology procurement.
- AA. **Property** - all tangible non-consumable moveable property owned by an agency except for property specifically exempted by the Commissioner. The Commissioner hereby designates that state-owned timber shall be considered movable and state-owned pecans shall be considered non-consumable for purposes of the Louisiana Public Finance, Property Control laws, LSA-R.S. 39:321 et seq..

- BB. Property Exposure Report** - a report that list all buildings LDH owns or occupies and the value of any contents located in each building. The purpose of the report is for LDH to verify that ORM's records are correct. ORM has a scheduled property policy, if buildings and contents are not reported, claims may be denied. The values reflected on the report are limits of insurance.
- CC. Traveling Asset** - an asset that can be used in portability (i.e. laptop, tablet, hand scanner, etc.)

IV. APPOINTMENTS

- A. LDH Undersecretary shall appoint and submit to LPAA a LDH employee as the LDH Property Monitor.
- a. The LDH Undersecretary may appoint more than one LDH Property Monitor within the Department.
- B. LDH Assistant Secretary shall appoint and submit to LPAA one employee as the Agency Property Manager.
- a. In addition to the Agency Property Manager, the LDH Assistant Secretary shall appoint one employee as the Agency Property Coordinator to enforce a segregation of duties required to complete tasks that enhances the internal controls needed to prevent fraud and error.
 - b. The LDH Assistant Secretary may appoint more than one Agency Property Coordinator within the agency.
- C. LDH Facility Administrator shall appoint and submit to LPAA one employee as the Facility Property Manager.
- a. In addition to the Facility Property Manager, the LDH Facility Administrator shall appoint one employee as the Facility Property Coordinator to enforce a segregation of duties required to complete tasks that enhances the internal controls needed to prevent fraud and error.
 - b. The LDH Facility Administrator may appoint more than one Facility Property Coordinator within their facility.
- D. The Organization Manager shall appoint one employee as the Organization Property Liaison to oversee the location(s) of assets owned by that organization.

The LDH Property Monitor and the LPAA Director, or their designee, shall be notified in writing prior to the date that the Agency/Facility Property Manager ceases to function in their capacity as an Agency/Facility Property Manager. At the LDH Property Monitor's discretion, an examination of the inventory records under the jurisdiction of the Agency/Facility Property Manager may be conducted at any time. In cases of damage and/or property shortages, the LDH Undersecretary, or their designee, shall take necessary steps to satisfy the claims of the State, as provided by LA R.S. 39:330.

V. RESPONSIBILITIES OF LDH PERSONNEL

- a. It shall be the responsibility of the **LDH Undersecretary, Assistant Secretary, or Facility Administrator** to:
 - a. Appoint necessary personnel and allow necessary time to provide Agency/Facility Property Managers with the necessary supplies and assistance to perform the duties under Louisiana Administrative Code, Title 34, Part VII, Chapter 3, Section 305(F).
 - b. Assist the Agency/Facility Property Managers in their performance of property-related functions and in identifying and determining non-compliance with the Louisiana Property Control laws and policies by seeing that the provisions of these regulations are carried out.
- b. It shall be the responsibilities of the **LDH Property Monitor** to:
 - a. Maintain a listing of all Agency/Facility Property Managers for LDH.
 - b. Assist all Agency/Facility Property Managers in their performance of property-related functions and in identifying and determining non-compliance with the Louisiana Property Control laws, Administrative Codes, and Policies by seeing that the provisions of these regulations are carried out.
 - c. Revise and submit property policy revisions as needed to their immediate supervisor.
 - d. Attend required training/meeting(s) with LPAA regarding property compliance.
 - e. Attend required training/meeting(s) with ORM regarding property exposure.
 - f. Conduct training/meeting(s) for Agency/Facility Property Managers of LDH regarding property management and property exposure.
 - i. Maintain record of attendees
 - g. Monitor audits and Annual Asset Certifications for all LDH Agencies/Facilities.
 - h. Monitors semi-annual Property Exposure Reporting for all LDH Agencies/Facilities, by compiling and maintaining an Excel spreadsheet for tracking property **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi's, and pagers.
 - i. Maintains a file of claims submitted to ORM and LPAA for lost, stolen or damaged property reported by the Agency/Facility Property Manager.
- c. It shall be the responsibilities of the **Agency/Facility Property Manager** to:
 - a. Notify the LDH Property Monitor in writing upon their appointment to include Agency/Facility Property Manager's name, domicile, email, and telephone number.
 - b. Be the custodian of and responsible for all property and or records within that agency/facility until notification is provided to the LDH Undersecretary that he/she ceases to function in that capacity.

- c. Attend required training/meetings(s) for Agency/Facility Property Managers regarding property management hosted by LDH and/or LPAA.
- d. Attend required training/meetings(s) for Agency/Facility Property Managers regarding property exposure hosted by LDH and/or ORM.
- e. Conduct required training(s) for the Organization Property Liaison
 - i. Maintain record of attendees.
- f. Complete LPAA Annual Asset Certification by adhering to the assigned certification date.
- g. Complete ORM Semi-Annual Property Exposure Report by adhering to the assigned deadline.
- h. Comply with request of LPAA and LDH Internal Audit Section in regard to scheduled and/or unscheduled property audits
- i. Oversee the property related responsibilities of the Agency/Facility Property Coordinator.
- j. Ensure all acquisitions related to property with an acquisition cost that is **one thousand dollars (\$1000) or greater** be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration and all pertinent inventory information correctly input into the State Official System of Record **within 60 days after the receipt of these assets.**
- k. Establish location codes based on state owned or leased building numbers.
- l. Maintain and monitor the State Official System of Record with required content.
- m. Secure LPAA state identification tags until issued.
- n. Initiate, accept, or decline asset transfers from other state agencies/facilities.
- o. Report to LPAA all assets of qualifying moveable property in accordance with the Louisiana Property Control Law, Administrative Code, and LDH Moveable Property Policy #61.1.
- p. Notify the LDH Property Monitor, LDH Undersecretary, Assistant Secretary and/or Facility Administrator, and the LDH Internal Audit Section Director of any violation related to the adherence of the Louisiana Property Control Law, Administrative Code, and the LDH Moveable Property Policy #61.1.
- q. Notify the LDH Property Monitor, LDH Undersecretary, Assistant Secretary and/or Facility Administrator immediately of knowledge/reason to believe that LDH property is lost, stolen, damaged, or destroyed through vandalism, fire, or acts of nature.
- r. Maintain a file of any lost, stolen, or damaged property claims filed with ORM and immediately notify the LDH Property Monitor.
- s. Notify LPAA of any lost, stolen, or damaged property and immediately submit proper documentation to LPAA.

- t. Approve and/or sign requests related to LPAA Identification tags, internal/external transfers, data sanitization, surplus, and/or disposal of assets.
- u. Oversee the tracking process of moveable property with a cost that is **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)** on an Excel spreadsheet, with the exception of cell phones, mifi's, and pagers.
- d. It shall be the responsibilities of the **Agency/Facility Property Coordinator** to:
 - a. Assist the Agency/Facility Property Manager in conducting training/meeting(s) related to property management and property exposure.
 - b. Assist the Agency/Facility Property Manager in completing LPAA Annual Asset Certification.
 - c. Assist the Agency/Facility Property Manager in completing the ORM Semi-Annual Property Exposure Report.
 - d. Oversee the property related responsibilities of the Organization Property Liaison.
 - e. Ensure all acquisitions related to property with an acquisition cost that is **one thousand dollars (\$1000) or greater** be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration and all pertinent inventory information correctly input into the State Official System of Record **within 60 days after the receipt of these assets.**
 - f. Process requests and collect necessary documents from Organization Property Liaison for new state purchased assets, internal/external transfers, data sanitization, surplus, and/or disposal.
 - g. Input required asset information mandated by LDH into the State Official System of Record, according to policy timelines regarding new state purchased assets, internal/external transfers, data sanitization, surplus, and/or dismantlement.
 - h. Coordinate and assist Organization Property Liaison with the pick up or delivery of assets to surplus to/from LPAA.
 - i. Monitor Open Transfer Reports through the State Official System of Record.
 - j. Inform other LDH agencies/facilities of available and usable assets prior to submitting for surplus.
 - k. Obtain approval and/or signature from Agency/Facility Property Manager related to LPAA identification tags, internal/external transfers, data sanitization, surplus, and/or disposal of assets.
 - l. Maintain an Excel spreadsheet for tracking property that is **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi's, and pagers.
- e. It shall be the responsibilities of the **Organization Manager** to:

- a. Appoint one Organization Property Liaison for each location based on the physical address where the assets are located for that organization.
- b. Allow necessary time to provide Organization Property Liaisons with the necessary supplies and assistance to perform the duties under Louisiana Administrative Code, Title 34, Part VII, Chapter 3, Section 305(F).
- c. Monitor LPAA Asset Certification and/or any Audit recommendations by formulating a Plan of Action to improve the organization's effectiveness related to property management.
- d. Monitor the responsibilities of the LDH employee(s) assigned as the organization liaison and refer responsible employee for consideration of corrective and/or disciplinary action when the LDH Moveable Property Policy #61.1 is violated.
- f. It shall be the responsibility of the **Organization Property Liaison** to:
 - a. Attend LDH required training(s) related to property management.
 - b. Account for all moveable property at the assigned location(s).
 - c. Take, or assist in taking, the Annual Asset Certification physical inventory at the time designated by LPAA and/or by the LDH Property Monitor.
 - d. Immediately notify the Agency/Facility Property Coordinator and Agency/Facility Property Manager, in writing, when property locations or organizations are added, deleted, or transferred.
 - e. Ensure all acquisitions related to property with an acquisition cost that is one thousand dollars (**\$1000**) or greater be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration.
 - f. Submit a copy of all receiving records on moveable property to the Agency/Facility Property Coordinator the Agency/Facility Property Manager **within five days of receipt of asset** for the issuance of property tags to insure all pertinent inventory information will be correctly input into the State Official System of Record **within 60 days after the receipt of these assets.**
 - g. Maintain and provide original records upon request for any organization assets.
 - h. Affix and verify that the property identification tag is properly affixed to the asset specified, if not, notify your Agency/Facility Property Coordinator and Agency/Facility Property Manager.
 - i. Submit necessary documents to the Agency/Facility Property Coordinator regarding LPAA identification tags, internal/external transfers, data sanitization, surplus, and/or disposal of assets owned by the organization that is assigned to that Organization Property Liaison. Maintain and provide below records upon request for assigned organization:
 - i. Asset Tag Request for New Acquisition Form A
 - ii. Asset Transfer Request Form D (internal and external)

- iii. Surplus Data Sanitized Form F
 - iv. Data Sanitization Form G
 - v. Surplus (No Data Sanitized) Form H
 - vi. Disposal Form I
- j. Maintain and provide the following records upon request for assigned organization:
 - i. Asset Assignments Form B
 - ii. Asset Out for Servicing/Repair Form C
 - iii. Temporary Loan of Assets Form E
- k. Prepare assets for surplus based on the following:
 - i. Any asset that has not been used within three months is considered idle.
 - ii. Once the asset is idle, it should be submitted for surplus.
 - iii. Assets that are secured as “spares” should be kept to a minimum based on the specific need of the Agency/Facility.
 - iv. OTS should be consulted when decisions need to be made pertaining to capable use of any OTS-related asset.
- l. Inform Agency/Facility Property Coordinator of available assets prior to requesting surplus.
- m. Prepare assets for surplus per instructions of Agency/Facility Property Coordinator.
- n. Coordinate with Agency/Facility Property Coordinator any pick up or drop off of assets to LPAA.
- o. Notify law enforcement “officials” in the case of state stolen property within a state owned, leased, or 24 facility as it pertains to your domicile.
- p. Properly file any lost, stolen, or damaged property claim with ORM and immediately notify and submit a copy of the claim to the Agency/Facility Property Manager.
- q. Semi-annually maintain and provide a listing of assets owned by the organization that has an “original” acquisition cost **under one thousand dollars (\$1000)** that was purchased by the State of Louisiana to assist in accurate ORM Property Exposure reporting.
- r. Maintain an Excel spreadsheet for tracking property that is **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi’s and pagers.
- g. It shall be the responsibility of the **LDH Employee** to:
 - a. Complete required training through Louisiana Employee Online (LEO) regarding this policy within the first ninety (90) days of hire and every five (5) years thereafter.
 - b. Safeguard all LDH moveable property including any untagged property.
 - c. Return any equipment upon termination, resignation, change in job duties, or upon request in proper working condition to the Organization Property Liaison.

- d. Immediately report any lost, stolen, or damaged equipment to their immediate supervisor.
- e. Must notify law enforcement officials in the case of state stolen property in your possession, and obtain a police report.
- f. Maintain liability for the payment of damages whenever wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage or destruction of property of their agency for which he/she is responsible as provided herein, and such damages shall be recoverable in a civil lawsuit therefore prosecuted on behalf of the State by the Attorney General” (LAC Title 34, Part VII, Chapter 3, 305.E).
- g. Renew Asset Assignment Form B at the time of Annual Asset Certification or upon request.
- h. Provide state owned asset(s) to any LDH official or their designee, at any time, for inspection of the equipment and/or property for inventory purposes.
- i. Remain responsible for the property until release of responsibility is approved by the Agency/Facility Property Manager and return of equipment is acknowledged.
- j. Notify the Organization Property Liaison when property is no longer needed or used.
- h. It shall be the responsibility of the **LDH Internal Audit Organization** to:
 - a. Monitor adherence to the Louisiana Property Laws, Administrative Codes, and LDH Moveable Property Policy #61.1 and report any discrepancies and/or violations to the LDH Secretary, LDH Deputy Secretary, and LDH Undersecretary.
- i. It shall be the responsibility of **Organization/Facility Purchasing/Receiving Agent(s)** to:
 - a. Provide the Organization Property Liaison and Agency/Facility Property Manager with a monthly Purchasing Control Report containing **all acquisitions** related to property that was purchased either by purchase order or p-card. The report should include date that asset was purchased and received.
 - b. It shall be the responsibility of the requisitioning party to notify the receiver of equipment on order (i.e. drop shipments issued by State Office personnel) and provide them with the necessary documents required for receipt and notification to accounting and to the Agency/Facility Property Manager.

VI. STATE OFFICIAL SYSTEM OF RECORD

The State Official System of Record is used for accountability purposes in annual reporting and audits of assets with an original cost of one thousand dollars (**\$1000**) or greater. Property **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi’s, and pagers must be tracked on an Excel spreadsheet to assist with the merging into the LDH Database.

The Agency/Facility Property Manager shall submit all pertinent information into the State Official System of Record by the Agency/Facility as defined in these regulations as assets to be inventoried.

The Agency/Facility Property Manager shall maintain a Property Location Index based on the state or leased building number designated through ORM. If there is no state or lease building number assigned by the ORM, the Agency/Facility Property Manager shall confer with the LDH Property Monitor regarding the index to be assigned.

The Agency/Facility Property Manager shall submit to the LPAA an up-to-date index each time a change or modification is made in the Property Location Index.

The State Official System of Record is also used to complete accurate Property Exposure reports on a semi-annual basis. The LDH Property Monitor utilizes all Agency/Facility LPAA reports to complete additional reports at the LDH Undersecretary's request; therefore, the data entered into the State Official System of Record must be entered in a uniform and consistent manner for every LDH Agency/Facility. In addition to the information required by LPAA, LDH requires that the following fields **must be** entered for each asset, so assets can be immediately located based on the data entered:

- a. **Classification Code** - LPAA requires this field be filled to proceed. It is imperative that Classification Codes are selected correctly from selection for department reports.
- b. **Description** - LDH requires a short description of the asset. This field is not to be left blank.
- c. **Person Responsible** - LDH requires the asset to be assigned to a current employee. If the asset is not assigned to a current employee, the asset is to be assigned to the Organization Property Liaison. This field is not to be left blank.
- d. **Building** - LDH requires the correct state or lease building number (acquired from ORM) shall be entered into this field. If there is no state or lease building number assigned by the ORM, the Agency/Facility Manager shall confer with the LDH Property Monitor. This field is not to be left blank.
- e. **Floor** - LDH requires which floor the asset is located on. If there is only one (1) floor within the building/facility, you will indicate "1". This field is not to be left blank.
- f. **Room** - LDH requires the room number, office, cubicle, etc. be entered. This field is not to be left blank. If there is no number available, a short description should be entered i.e. back hall, lobby, conference room, kitchen, etc.
- g. **Location** - LDH requires the use of the state or leased **Legacy Building ID** number to be used in this field to denote the location of the assets. No exceptions will apply unless there is no state or lease building number provided by ORM, in which case the

Agency/Facility Manager shall confer with the LDH Property Monitor. The purpose of using the Legacy Building ID code is to create a unified system for all LDH Agencies/Facilities.

- h. **Serial Numbers** – If an asset does not have a serial number, enter “NONE” in the serial number field.

VII. INVENTORY OF PROPERTY FOR PROPERTY EXPOSURE REPORTING

To assure compliance as contained in the Louisiana Administrative Code, Title 37, Part I, Subpart 1, Chapter 3, the Division of Administration (DOA), Office of Risk Management (ORM) sends each budget unit a schedule of property values to be updated. The Agency/Facility Property Manager shall be responsible for submitting a timely report, which contains a listing of all LDH owned contents (excluding vehicles). The person designated to this responsibility shall update and return the forms issued by the DOA/ORM.

As of July 1, 2018, it is mandatory that each agency/facility maintain an Excel spreadsheet for Property Exposure reporting of assets that has an “original” acquisition cost **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi’s, and pagers that was purchased by the State of Louisiana. This report must be submitted semi-annually at the request of the Agency/Facility Property Manager.

The Agency/Facilities Property Manager shall work with the Organization Property Liaison to include an accurate listing of “untagged” assets purchased prior to July 1, 2018, which may be available at each location. The estimated value of each asset will be provided by the LDH Property Monitor.

VIII. INVENTORY FOR ANNUAL ASSET CERTIFICATION/AUDIT

All assets of moveable property having an “original” acquisition cost of one thousand dollars (\$1000) or more when first purchased by the State of Louisiana and all gifts and other property having a fair market value of **one thousand dollars (\$1000) or more** must be placed on the inventory, except for assets specifically excluded in the LPAA Property Control Regulations. The term “moveable” distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. The term “property” distinguishes this type of equipment from “supplies” with supplies being consumable through normal use in no more than one year’s time.

All acquisitions related to property with an acquisition cost that is **one thousand dollars (\$1000) or greater** must be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration and all pertinent inventory information correctly input into the State Official System of Record **within 60 days after the receipt of these assets.**

- A. **Computer equipment \$1000 or more:** One tag is to be assigned to the computer. The property tag is to be affixed on the outside of the case containing the motherboard with computer, drives, and other internal components. The monitor shall be considered a separate asset and tagged if the cost is one thousand dollars (\$1000) or more. If components are added and/or deleted from a piece of equipment, the appropriate Agency/Facility Property Manager must be notified so that the acquisition cost can be modified accordingly. This would include such additions/deletions as memory upgrades, internal modem, token ring cards, etc.
- B. **Computer Software:** LDH has elected not to tag computer software. Individual offices should maintain control and assure that necessary software licenses are in possession. The cost of software loaded on a new computer when received shall not be deducted from the acquisition cost.
- C. **Educational Materials:** Educational materials such as pamphlets, books, etc. should not be tagged.
- D. **Modular Furniture:** In LDH owned/leased locations modular furniture pieces should be tagged only if the cost of an individual piece is one thousand dollars (\$1000) or more. Modular furniture should not be tagged as a unit, or at the total cost for the cubicle. Modular furniture in buildings owned by DOA/OSB should not be tagged regardless of who purchased it.
- E. **Leased (Rented) Property:** Leased (rented) property should not be added to the State Official System of Record.
- F. **Donated Assets:** Any assets donated or purchased by police juries or other sources outside of state government should be added to the inventory as donations using acquisition code "4" (acquired by donation). Written documentation of donation is required. The documentation shall be scanned and attached to the asset in the State Official System of Record.
- G. **Moveable Property Purchased with Federal Funds:** Any movable property assets purchased with federal funds should be identified with the applicable funding source. One suggestion is to note the funding source as Federal Funds when entering into the State Official System of Record. Title 4 CFR 92.32(d)(1) requires this documentation. Additionally, if the acquisition cost for the asset is five thousand (\$5,000) or more, disposition of this property must be in accordance with 45 CFR 92.32(e).
- H. **Contractor Equipment:** Any equipment purchased by a contractor under a contractual agreement with LDH is considered owned by the contractor and should not be added to the state inventory system. The contractor has responsibility to establish an inventory system to keep track of assets purchased, and to submit a copy of the inventory list to the respective regional program Office by June 15th of each year.

- I. **Gifts:** Gifts of movable property must be given an appraised fair market value and recorded in the inventory if the fair market value is one thousand dollars (\$1000) or more.
- J. **LDH Manufactured Property:** LDH agencies/facilities that manufacture moveable property for use within the Department must determine the estimated cost based on the cost of labor and materials and include such assets in the inventory if cost is one thousand dollars (\$1000) or more.
- K. **Federal Surplus Property:** Any agency/facility that receives federal surplus property must place the federal surplus property in inventory when assets acquired from federal surplus would ordinarily be classified as movable property, and have an acquisition cost of one thousand dollars (\$1000) or more. The acquisition date will be the date of acquisition by the state agency/facility and the acquisition cost will be the actual cost incurred by the agency/facility. Note: There are Federal regulations regarding the accountability of federal surplus property. If necessary, the Louisiana Federal Property Assistance Agency in Baton Rouge may be contacted for assistance.
- L. **Livestock:** Livestock acquired for breeding, dairy, and experimental purposes are classified as property and must be recorded in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on the inventory. When the LDH acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or experimental purposes, the animals shall be included in the inventory, and noted as having been acquired by birth and given an appraised fair market value. At each Annual Asset Certification, livestock acquired by birth and used for breeding, dairy, or experimental purposes will be reappraised, and the fair market value adjusted on the inventory. When LDH acquires livestock by birth and a determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.

IX. MARKING AND IDENTIFYING ASSETS OF PROPERTY ON INVENTORY

Each asset which meets the definition of property to be inventoried must be identified with the Uniform State of Louisiana identification tag which shall bear a unique identification number.

The Agency/Facility Property Manager shall submit a request for State of Louisiana identification tags to LPAA. The tags are purchased in large quantities on state contract and is issued at actual cost.

The Agency/Facility Property Manager shall be responsible for the security, tagging, and maintenance of property identification tags as prescribed in these regulations.

Livestock may be tagged in the ear with a metal tag if tag number is set aside. If there is any type of identification mark or tag already on the animal, such as bands, brucellosis, etc., then the last five numbers of such identification shall be entered as a tag number provided that the number has not been used before. Use the complete number if it is five digits or less.

If an asset cannot have a State of Louisiana identification tag placed on it for physical reasons, the identification number should be set aside, and the identification number written on the asset with indelible ink (in case of assets of cloth), or the number inscribed on the asset with a small engraving tool. Authorization must be given in writing by the LPAA for any asset which does not have a state identification mark due to extenuating circumstances.

When an asset has lost the assigned tag, that asset shall be marked in indelible ink or engrave with the tag number originally assigned. A duplicate tag must be ordered from LPAA and affixed to the equipment when received.

X. MANDATORY FORMS FOR TRACKING ASSETS

LDH Agency/Facilities are to utilize the forms maintained by the LDH Property Monitor for all assets that are listed in the State Official System of Record. Forms are subject to revisions based on changes in policies. An Agency/Facility may select to utilize these same forms for internal purposes to track assets not noted within the State Official System of Record but are not required to do so.

- A. **Asset Tag Request for New Acquisitions Form A** is used when a new asset has been received and has an “original” acquisition cost of one thousand dollars (\$1000) or more when first purchased by the State of Louisiana, or is a donation and other property having a fair market value of one thousand dollars (\$1000).
 - a. Purchase Order/Receipt documentation must be included with this form.
 - b. The Agency/Facility Property Manager shall scan and attach this form to the asset in the State Official System of Record as evidence for Annual Asset Certification and Audits.
 - c. The Organization Property Liaison shall keep a copy for the record.
 - d. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form A. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
 - e. Multiple assets can be listed on Form A.

- B. **Asset Assignment Form B** is to be used as an acknowledgement for a traveling asset assigned to an LDH employee by the Organization Liaison.
- a. All assets that may **move outside** of a state or leased location i.e. laptop, tablet, portable printer, hand scanner, etc. must be assigned. With the exception of assets that has an “original” acquisition cost **less than one thousand dollars (\$1000)** but **greater than seventy-five dollars (\$75.00)**, with the exception of cell phones, mifi’s, and pagers.
 - b. No individual can approve his/her own assignment of an asset. Approval must be granted by the next level approver, with the exception that the LDH Undersecretary may grant approval to the LDH Secretary.
 - c. In the case of laptop computers that are secured at a location for temporary use, the affected agency/facility shall institute a system for signing the asset in and out. Form B must still be completed for these assets and assigned to the Organization Property Liaison who will be checking the assets in and out to users.
 - i. The Organization Property Liaisons shall not assign same asset tag number to multiple employees.
 - d. The Organization Property Liaison shall keep these forms on file as evidence for Asset Annual Certification and Audits.
 - e. Only one asset shall be listed on Form B.
- C. **Asset Out for Servicing/Repair Form C** is to be used if an asset of movable property has been sent to a vendor for repair.
- a. A receipt from the vendor containing the property tag number and/or serial number must be secured and kept on file until the asset has been returned to the original location.
 - b. If an internal work order has been placed, a copy of the work order should be attached to Form C.
 - c. If the asset (i.e. warranty equipment, defective equipment) of moveable property is replaced with a like asset due to inability to repair, the property tag must be removed from the original asset, affixed upon the replacement and the Agency/Facility Property Manager notified, in writing, of the serial number change. If it is not possible to remove the property tag, then notify the Agency/Facility Property Manager in writing with the details and a duplicate property tag will be requested to be affixed to the replacement equipment. The property tag number will not change.
 - d. The Organization Property Liaisons shall keep these forms on file as evidence for Asset Annual Certification and Audits.
 - e. Only one asset shall be listed on Form C.

- D. **Asset Transfer Form D** is to be used when transferring assets between agencies internally or externally. This is utilized as a cost saving measure for all LDH agencies/facilities. Once an asset is transferred, it becomes the property of the receiving organization/agency/facility.
- a. Agencies/Facilities may transfer assets **internally** within their agency/facility between organizations.
 - b. Internal transfers should be noted in the State Official System of Record under notes, as well as the location and person responsible information should be updated.
 - c. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form D. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
 - d. The Agency/Facility Property Manager shall scan this form in the LPAA Data System as evidence during Annual Asset Certification and Audits.
 - e. Agencies may transfer assets **externally** to another LDH Agency/Facility that has a different LPAA Property Agency Number. (i.e. 39003 to 39020)
 - i. The owning/sending Agency/Facility Property Manager will initiate the transactions for the permanent transfer of the asset. Copies of all documentation should be kept in both the original and receiving property files. **All permanent transfer request involving computer servers, desktop and/or laptops are to be accompanied by the Data Certification Form G as required by the OTS Standard regarding the same. Permanent transfer requests received without the required certification will not be approved.**
 - ii. Approval must be completed in LPAA State Official System of Record by the receiving agency for the transfer to take place.
 - iii. The Organization Property Liaisons shall keep these forms on file as evidence for Asset Annual Certification and Audits.
 - f. Only one asset shall be listed on Form D.
- E. **Temporary Loan of Assets Form E** is utilized when any property is entrusted to another employee of LDH.
- a. The Organization Property Liaison shall secure a receipt for the asset from the person receiving the asset. In such an event, the Organization Property Liaison shall be relieved of responsibility for the property but shall continue to maintain accountability for the property.

- b. Upon return of the property from the employee to the Organization Property Liaison, the employee shall sign the original FORM E as acknowledgement for the return of the loaned property and the responsibility for said property will revert back to the Organization Property Liaison.
 - c. Temporary loan of equipment is not to exceed a 12-month period.
 - d. The Organization Property Liaisons shall keep these forms on file as evidence for Asset Annual Certification and Audits.
 - e. Only one asset shall be listed on Form E.
- F. **Surplus for Assets Data Sanitized Form F**-is used when requesting data sanitized assets be sent to state surplus for resale to other state agencies or sold to the public.
- a. These assets are considered high risk for data breach containing sensitive health information.
 - b. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form F. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
 - c. The Agency/Facility Property Manager shall keep these as on file as evidence for Asset Annual Certification and Audits.
 - d. One form per request is to be used.
 - e. Form G must be attached to Form F when sent to Agency/Facility Property Manager.
- G. **Data Sanitization Form G**-is used to perform the required data sanitization process.
- a. Form G accompanies Form F as it is submitted to the agency/facility Property Coordinator.
 - b. The Organization Property Liaison is to complete the top of the form and columns 1, 2, 3 while OTS completes columns 4, 5, 6, 7, 8 according to OTS Data Sanitization Standard and LPAA Policy 201401. Form G must be uploaded to the incident ticket for OTS to process.
 - c. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form G. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
 - d. The Agency/Facility Property Manager shall keep these as on file as evidence for Asset Annual Certification and Audits.
 - e. A copy of the Incident Ticket submitted to OTS should accompany this form.
 - f. Several assets may be listed on this form.

- H. **Surplus for Assets Not Data Sanitized Form H**-is also used when the requesting property is not required to be data sanitized and is sent to state surplus for resale to other state agencies or sold to the public.
- a. These assets do not require data sanitization and can be listed in bulk (i.e. 28 monitors, 1 box of extension cords, 20 chairs, etc.).
 - b. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form H. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
 - c. The Agency/Facility Property Manager shall keep these on file as evidence for Asset Annual Certification and Audits.
 - d. Several assets may be listed on Form H.
- I. **Disposal Form I**-is used to request for disposal of asset.
- a. There are 7 options to select from:
 - i. Scrap
 1. **Must** attach a photo.
 2. Explain why items need to be scrapped.
 3. Must be able to be placed in dumpsters or taken to recycling. If you do not have dumpster access, contact the Agency/Facility Property Manager to discuss.
 4. Once approved, all labels or marking that the asset belonged to LDH must then be removed.
 5. Any money received from scrap must go to LPAA.
 6. LPAA does not pick up scrap.
 - ii. Dismantle for Parts
 1. **Must** attach a photo.
 2. Once approved, all labels or markings that the asset belonged to LDH must be removed.
 - iii. Deceased (livestock only)
 - iv. Stolen
 1. Attach a police report
 2. Ensure a property claim was filed with ORM.
 - v. Inventory Adjustment
 1. Must justify the adjustment.
 - vi. Lost-3rd Year Discrepancy at Certification Time
 - vii. Trade-In (no vehicles)

1. Document from vendor will be needed to establish discounted amount.
- b. The property liaison/coordinator, and the supervisor is to immediately report to the Agency/Facility Property Manager, along with the date and details of loss or damage.
- c. To enhance internal controls needed to prevent fraud and error, the Agency/Facility Property Coordinators shall process the request, while the Agency/Facility Property Manager has final approval of the requests. Both signatures are required on Form I. (Exception: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level).
- d. The Agency/Facility Property Manager shall keep these on file as evidence for Asset Annual Certification and Audits.
- e. One form per asset is to be used.

XI. ANNUAL ASSET CERTIFICATION REQUIREMENTS

- A. LPAA sets the date for Annual Asset Certification to record the true and actual results of a complete physical inventory of all moveable property owned by the LDH agency/facility.
 - a. This date may be adjusted at LDH Undersecretary's request.
 - b. In the event the date is adjusted, the agency will need to complete the Annual Asset Certification according to LPAA's due date, then recertify on the adjusted date.
- B. The Agency/Facility Property Manager shall be responsible for using the method of inventory described herein. Any procedure used other than the one prescribed in these regulations must have prior written approval of the LPAA Director.
 - a. The Agency/Facility Property Manager, under the direction of the Assistant Secretary/Facility Administrator of the agency/facility, shall designate personnel who will conduct the inventory by areas indicated on the Property Location Index.
 - b. The Agency/Facility Property Manager shall provide each person participating in the physical inventory a copy of the Asset Certification Report for the location they are assigned and for the area to be inventoried
 - c. The Agency/Facility Property Manager shall provide an inventory packet containing the forms and instructions necessary for inventory completion which shall include the following instructions:
 - i. Identify and mark on the inventory listing items located;
 - ii. Mark clearly on the inventory listing the items not located; and
 - iii. Conspicuously mark and report to the Agency/Facility Property Manager those assets found without a property tag. The Agency/Facility Property

Manager should make a determination that the items should or should not be tagged and submitted into the State Official System of Record based on Title 34 regulations.

- iv. If assets cannot be verified physically, the Agency/Facility Property Manager shall accept a photo of the asset that includes the identification tag number along with the LPAA Agency number and date photo was taken as evidence that the asset is in the possession of the LDH employee the asset has been assigned to.
- C. The Agency/Facility Property Manager shall compile the true results of the physical inventory and shall submit an Un-located Assets Discrepancy Report to the LPAA Director, and cc/ the LDH Property Monitor, containing all exemptions or discrepancies found between the physical inventory results and the inventory master file.
- a. The Discrepancy Report shall list each of the missing assets, the data on the assets, and an explanation of what is believed to have happened to the assets not located.
 - b. A copy of the police report and ORM property claim shall be enclosed when theft has occurred. The Commissioner of Administration may request an investigation to be made upon receipt of a Discrepancy Report.
- D. The Agency/Facility Property Manager shall submit the Certification of Annual Property Inventory to the:
- a. LPAA Director showing dollar value;
 - b. A copy to the Legislative Auditor;
 - c. A copy to LDH Internal Audit; and
 - d. A copy to the LDH Property Monitor

After the physical inventory and the office inventory master file have been reconciled according to these regulations. **THE DOLLAR VALUE MUST BE ADJUSTED TO REFLECT ONLY ASSETS ACTUALLY IN THE AGENCY/FACILITY AS OF THE DATE OF THE INVENTORY.**

The LPAA Director and any LDH official, or their designee, may supervise or observe all or any part of the inventory process. The Commissioner of Administration, LDH Internal Audit, and/or LDH Property Monitor may conduct periodic observations of inventories and examinations of agency/facility records and may review reports submitted to the State Property Control Office to be compared periodically with the records of the agency/facility with the actual physical property of the agency/facility for testing the completeness and accuracy of inventories, records, and reports.

XII. FILE REQUIREMENTS AND REPORTS FROM LPAA

The Agency/Facility Property Manager is to keep on file all documents pertinent to monitoring and tagging moveable property. It is recommended that Agency/Facility Property Managers and their Agency/Facility Property Coordinator download evidence into the State Official System of Record.

LDH Policy 42.2 Disclosure and Retention of Public Records states *public record shall be preserved and maintained for a period of at least 3 years from the date on which it was made*. LDH requires the Agency/Facility Property Managers shall maintain public records for five (5) years (current year and four (4) previous years) to align with the requirements of Annual Asset Certification and Property Exposure Reporting.

The LPAA State Official System of Record generates reports of activity of each agency and notifies the LPAA Agency/Facility Property Manager whether transactions were accepted or rejected by the system. These reports should be reconciled timely and maintained as part of the Agency/Facility Property Manager's files for Annual Asset Certification and auditing purposes.

XIII. ACQUISITION BY TRANSFER FROM LOUISIANA PROPERTY ASSISTANCE AGENCY

Surplus property from state departments' are normally retained for inspection by other state departments' at least 45 days before it is sold at public bid or scrapped. The purpose for displaying surplus and idle assets at LPAA is to transfer those assets to a department where a need exists, thereby reducing expenditures for additional assets.

The Agency/Facility Property Manager or designated representative shall select the asset(s) needed by his/her office. A value less than the fair market price shall have been established for each asset in the possession of the State Property Control Section, and the office shall be billed for that value when the asset has been received by the receiving office. Payment to LPAA shall be within 30 days.

XIV. DISCIPLINARY ACTION

The LDH Undersecretary/Assistant Secretaries/Facility Administrators shall be responsible for seeing that the provisions of these regulations are carried out. The appointing authority shall consult with LDH Legal, and Internal Audit sections to review all available information. LDH Legal, and Internal Audit will conduct any investigation they deem appropriate, and make recommendations to the appointing authority regarding any collections or disciplinary actions. Timely notification to the LDH Property Personnel as dictated in this policy, are critical to assure

compliance with the Louisiana Property Control Law. Any LDH employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

XV. REGULATIONS AND ORDERS BY THE COMMISSIONER

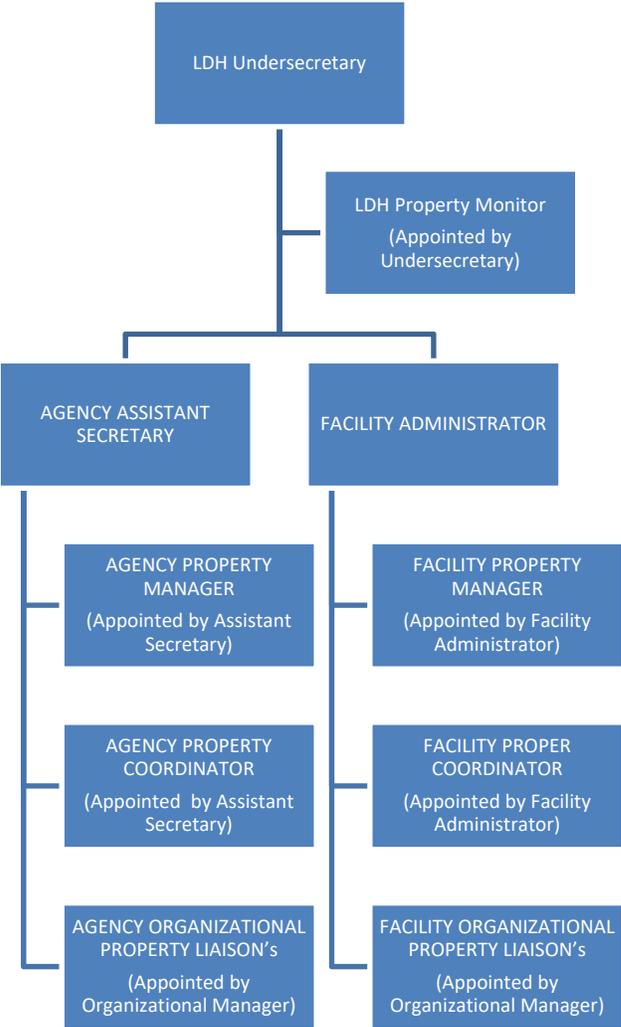
The Commissioner shall have the power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the State, in addition to specific authorization contained in this section.

XVI. ATTACHMENTS

- A. Organization Chart
- B. Property Control Forms
- C. Data Sanitization Policy
- D. Title 34
- E. Sample Tracking Property Input Form for Assets Under \$1000
- F. Spreadsheet for Tracking Property of Assets Under \$1000

Date	Revision
December 15, 1981	Policy created
January 15, 1982	Policy revised
January 15, 1984	Policy revised
October 21, 1990	Policy revised
May 4, 1998	Policy revised
August 14, 1998	Policy revised (page 2424.6 only)
December 10, 1998	Policy revised (page 2424.8 only)
July 1, 2001	Policy revised
April 16, 2004	Policy revised (page 2424.7 only)
September 28, 2018	Policy revised

Attachment A-Organization Chart For Property Personnel



LDH-Choose an item. LPAA ASSET TAG REQUEST

(Attachments Mandatory/Purchase Order.P-Card Order Form; Optional/Photos, Scans of Warranty Booklets)

Organization Property Liaison For Location: Choose an item.

Cost Center: Choose an item.

OVER \$1000

UNDER \$1000 (OPTIONAL)

Location Code Where Asset Will Be Located: Choose an item.

Date Received At Your Location: Click here to enter a date. (this form must be submitted to the Agency/Facility Property Manager within 5 days of receiving the order, along with the P.O./order receipt if used P-Card)

LPAA Class Code (See List ex: Computer Laptop, Printer Blueprint)	Description (ex: Dell Optiplex 2010, HP Laser 2015)	Serial #	Cost Per Item. Include Additional freight and install charges	Office Use Only
LIST EACH ITEM ON A SEPARATE ROW				
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	

To add rows, copy/paste above row and restart entry information.

Signature of Organization Property Liaison Validates Request

Date

OFFICE USE ONLY:

Signature of Agency/Facility Property Coordinator Validates Request Processed

Date

****TAG(S) MUST BE PLACED ON EQUIPMENT NO**

Signature of Agency/Facility Property Manager Validates Approval of Request

Date

LATER THAN: _____

Signature of Agency/Facility Supervisor Validates Approval of Request

Date

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

Request Received: _____ PO#/Order # _____ PO Date _____ Date Mailed: _____ Pick Up Date/By: _____

LDH-Choose an item. LPAA TRAVELING/WORK AT HOME ASSET ASSIGNMENTS

(ALL TRAVELING ASSETS w/exception to cell phones, mifi's and pagers)

Organization Property Liaison For Location and Cost Center Click or tap here to enter text.

OVER \$1000

Location Code Where Asset Will Be Located: Click or tap here to enter text.

UNDER \$1000 (OPTIONAL)

Employee Name This Equipment Will Be Assigned To: Click here to enter text.

Description <small>(ex: Dell Optiplex 2010, HP Laser 2015)</small>	LPAA Property Tag/Elective Tag <small>(Optional)</small>	Serial #	EMPLOYEE SIGNATURE UPON RETURN OF EACH ASSET	DATE ASSET RETURNED TO AGENCY/FACILITY PROPERTY DESIGNEE	PROPERTY DESIGNEE SIGNATURE UPON RETURN OF EACH ASSET
<small>Click here to enter text.</small>	<small>Click here to enter text.</small>	<small>Click here to enter text.</small>			

To add rows, copy/paste above row and restart entry information.

Traveling/Work At Home it moves with the employee laptop, home office set up, hand scanners etc.

TERMS AND CONDITIONS:

The employee shall be responsible for the following items listed above and agrees to the following terms and conditions to the provisions of State Property Control Laws, Regulations, Administrative Codes, Policies and any applicable federal funding source requirements. The employee shall be responsible for the return of the equipment in proper working condition. The employee shall report any lost, stolen, or damaged equipment to his/her immediate supervisor for reporting to the LDH Property Manager within seven (7) working days of discovery, along with the date and details of loss or damage. The employee shall be "Liable for the payment of damages whenever wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage or destruction of property of their agency for which he/she is responsible as provided herein, and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general". The employee shall be responsible for returning the property in proper working condition to the LDH Property Designee. Any LDH Official/Designee may, at any time, inspect the equipment for inventory purposes. The employee shall remain responsible for the property until release of responsibility is approved by the LDH Property Liaison/Coordinator. Please be advised that this approval form **must** be renewed on an annual basis at the time of Annual Property Certification.

Signature of Employee Validates the **Receipt** of Asset and Accepts Above

Signature of Organization Property Liaison/Coordinator Giving Asset

Date

**Please Give Employee A Copy Of This Form After Signed
NOTE: ONE EMPLOYEE PER FORM**

LDH-Choose an item. LPAASSET OUT FOR SERVICING/REPAIR (OTS/OUTSIDE VENDORS)

Organization Property Liaison For Location and Cost Center Click or tap here to enter text.

OVER \$1000

Location Code Where Asset Will Be Located: Click or tap here to enter text.

UNDER \$1000

Asset: OUT (leaving)

Date/Time Signed Out	LPAAS State Tag/Elective Tag (optional)	Serial #	Asset Description
<small>Click here to enter text.</small>			

Going to (Vendor Name) <small>[If using OTS repair, attach copy of INCIDENT Ticket] (Outside Vendor attach supporting documents such as work order and courier tracking information)</small>	Purpose For SERVICE/REPAIR/Comments
<small>Click here to enter text.</small>	<small>Click here to enter text.</small>

Print Name of Person Receiving Asset For Service/Repair: _____

Signature of Person Receiving Asset For Service/ Repair: _____

Signature of Organization Property Liaison Validates Service/Repair Out

Asset: IN (returned)

Date/Time Signed Back In	LPAAS State Tag/Elective Tag (optional) Y or N?	Serial #-Confirmed Y or N?

Print Name of Person Returning Asset From Service/Repair: _____

Signature of Person Returning Asset From Service/Repair: _____

Signature of Organization Property Liaison Validates Service/ Repair In

LDH-Choose an item. **ASSET** **INTERNAL TRANSFER REQUEST**
 EXTERNAL TRANSFER REQUEST

Request to Transfer By Sending Organization

- The sending organization must have the asset PREPPED for reimage OR SANITIZED prior to the asset being transferred.
(ATTACH OTS INCIDENT TICKET FOR VERIFICATION) (COMPLETED FORM G BY OTS IF ASSET SANITIZED)

OVER \$1000
 UNDER \$1000

Organization Property Liaison For Location and Cost Center: Click or tap here to enter text.

Location Code Where Asset Will Be Located: Click or tap here to enter text.

LPAA ASSET TAG/Elective Tag	Serial #	DESCRIPTION	INTERNAL TRANSFERS: Has Asset Been Prepped For Reimage?	EXTERNAL TRANSFERS: Has Asset Been Data Sanitized? Form G must be attached	TRANSFER # (FOR EXTERNAL)	NEW ASSET # FOR EXTERNAL TRANSFERS
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.		

To add rows, copy/paste above row and restart entry information.

 Sending Org. Property Liaison Validating Asset

 Date

 Sending Org. Manager Validating Asset

 Date

Receiving Organization Agreeing to Accept Transfer

- Before asset can be transferred, please have receiving organization acknowledge that they will accept this asset.

Organization Property Liaison For Receiving Location and Cost Center: Click here to enter text.

Location Code Where Asset is Going: Click here to enter text.

Contact Phone Number for Organization Property Liaison for Receiving Agency: Click here to enter text.

 Receiving Organization Property Liaison Agreeing To **ACCEPT Transfer Once Approved**

 Date

 Receiving Organization Property Liaison RECEIVED new asset tag #

 Date

DO NOT COMPLETE TRANSFER UNTIL APPROVED BY AGENCY/OFFICE PROPERTY MANAGER.

Once the transfer is entered into the system, the sending and receiving organization will be contacted to finalize the transaction.

OFFICE USE ONLY:

 Signature of Agency/Facility Property Coordinator Validates Request Processed

 Date

Request Received: _____

 Signature of LDH Agency/Facility Property Manager Validates Approved To Transfer Asset

 Date

Approval Notice Sent: _____

 Signature of LDH Agency/Facility Supervisor Validates Approved To Transfer Asset

 Date

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

 Signature of Organization Property Liaison Indicating Asset Was Received

 Date

Location Keeps Original on File for Auditing Purposes for 5 years.
 Scan/Email a copy to Agency/Facility Property Manager.

LDH-Choose an item. REQUEST TO LOAN ASSETS TEMPORARILY

- INTERNAL LOAN
- EXTERNAL LOAN

- OVER \$1000
- UNDER \$1000

Organization Property Liaison For Location and Cost Center: [Click or tap here to enter text.](#)

Location Code Where Asset Will Be Located: [Click or tap here to enter text.](#) Agency Name/Number Going to: [Click here to enter text.](#)

Signature of Organization Property Liaison Validates Property Is Being For Loan

Signature of Organization Manager Approval For INTERNAL Loans

External Loans require the Signature of the Organization/Facility Manager:

If asset is being loaned EXTERNALLY, the asset must be REIMAGED. Copy of OTS Incident ticket must accompany this form.

				Must indicate date no longer than one year. Do Not Use Unknown.			
LPAA ASSET TAG/ ELECTIVE TAG	Serial #	DESCRIPTION	Is this an INTERNAL or EXTERNAL Loan?	Loan Beginning Date Agreed Upon	Loan Ending Date Agreed Upon.	Date Item Loaned	Date Item Returned
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter a date.		

To add rows, copy/paste above row and restart entry information.

Organization Property Liaison For Borrowing Location and Cost Center: [Click here to enter text.](#)

Contact Phone Number for Organization Property Liaison for Borrowing Location: [Click here to enter text.](#)

Location Code and Address Where Asset Will Be Located: [Click or tap here to enter text.](#)

I request that I be allowed to remove state moveable property from its current locations(s) and I understand that I shall be responsible for the equipment while in my care. I also certify that said property will be utilized for agency related business only.

Signature of Organization Property Liaison for Borrowing Agency: _____

DO NOT COMPLETE LOAN UNTIL APPROVED BY THE AGENCY/FACILITY PROPERTY MANAGER. Once the loan is approved, the receiving agency will be contacted to finalize the transaction.

OFFICE USE ONLY For ASSETS Loaned EXTERNALLY:

Signature of Agency/Facility Property Coordinator Validates Request Processed _____

_____ Date

Signature of Agency/Facility Property Manager Validated Approved To Loan _____

_____ Date

Signature of Agency/Facility Supervisor Validates Approval of Request _____

_____ Date

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

Date Request Received: _____ Date Approval Notice Sent: _____

Signature of Property Liaison Validates When Asset Was Returned: _____

Internal: Location Keeps Original on File for Annual Asset Certification and Auditing Purposes for 5 years.

External: Scan/Email a copy to Agency/Facility Property Manager.

LDH-Choose an item. REQUEST FOR SURPLUS (DATA SANITIZED REQUIRED ITEMS ONLY)

*These regulations shall govern when it is determined that certain items of property are of no use to the agency. Said property may be assigned to another state agency or sold to a preferred buyer when it is deemed in the best interest of the state. Property owned by the state for more than six months may be sold to the public if it is not use to the state. Items may be sold as-is/where-is, if deemed necessary. **Surplus Items are usable items.***

Organization Property Liaison for Location and Cost Center: Click or tap here to enter text.

Location Code Where Asset Will Be Located: Click or tap here to enter text.

Date You Are Making This Request: Click here to enter a date.

Agency/Facility Name/Address Where Pick Up Will Be Made: Click here to enter text.

Contact Name of Person Who Will Be at Pick up Location: Click here to enter text.

Phone Number of Contact Person Who Should Be Called Upon LPAA Arrival: Click here to enter text.

SELECT ONE PLEASE		
<p>My Location Will Deliver Items To LPAA When Approval Received. I understand I will need to make an appointment to deliver items.</p>	<p>I Am Requesting LPAA Pick Up These Items From Location Stated Above</p>	<p style="text-align: center;">As-Is/Where Is</p> <p style="text-align: center;">(Photo of the equipment, photo of serial number, photo of model number, photo of asset tag number must be attached. Only the equipment can be shown on the photo.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMINDERS:

- Complete Columns 1, 2, and 3 on Form G so that OTS knows which assets to sanitize.
- OTS will complete columns 4-8. (Please make sure OTS are using the correct codes from Page 7 of the Data Sanitization State Requirement Policy)
- Search the State Official System of Record by serial number to ensure that the asset was not previously tagged.
- Secure needed signatures of the OTS Supervisor on Form G.
- Completed Form G is only attached when sent to Property Coordinator/Manager for processing (FORM F DOES NOT GO TO OTS)

I am requesting the approval of the items listed on the Attached Form G be processed for state surplus.

Signature of Organization Property Liaison Validates Request

Date

OFFICE USE ONLY:

DATE WE RECEIVED THIS REQUEST: _____

Signature of Agency/Facility Property Coordinator Validates Request Processed

Date

Signature of LDH Property Manager Validated Approved To Process

Date

Signature of LDH Supervisor Validated Approved to Process

Date

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

You will receive instructions regarding delivery or pick up once the transfer is processed.
You may also check the status of the transfer in the State Official System of Record.
KEEP A COPY OF PAPERWORK YOU SIGN WITH LPAA AT PICK UP!
Location Keeps Original on File for Auditing Purposes for 5 years.
Scan/Email a copy to Agency/Facility Property Coordinator/Manager

Form G 8/29/18 ss

Organization Property Liaison For Location and Cost Center: Click or tap here to enter text.

Location Code Where Asset Will Be Located: Click or tap here to enter text.

Date of OTS Incident Ticket: (please attach copy of ticket) Click here to enter a date.

OTS Incident Ticket Number:

- VERIFY COLUMNS 1-8 ARE COMPLETE
- VERIFY OTS SUPERVISOR SIGNED/DATED
- WHEN SENDING TO PROPERTY COORDINATOR/MANAGER, ATTACH FORM F, AND INCIDENT TICKET FOR PROCESSING

1-Prop Liaison	2-Prop Liaison	3-Prop Liaison	4-OTS	5-OTS	6-OTS	7-OTS	8-OTS	Office Use Only For Property Coordinator/Manager Transfer Detail Number/NT #
Asset # or NO TAG	Asset Desc. such as: printer, router, computer, screen, laptop, server, etc. INCLUDE BRAND AND MODEL	Serial Number or IMEI Number From Cellular Devices	Media Type	Sanitization Status Code	Print Name and Sign	Personnel UID (last 4 SSN required if UID is not available)	Date	
Click here to enter text.	Click here to enter text.	Click here to enter text.	(Correct Codes must be used from Page 7 of the Data Sanitization State Requirement Policy)					
Click here to enter text.	Click here to enter text.	Click here to enter text.						
Click here to enter text.	Click here to enter text.	Click here to enter text.						
Click here to enter text.	Click here to enter text.	Click here to enter text.						
Click here to enter text.	Click here to enter text.	Click here to enter text.						
Click here to enter text.	Click here to enter text.	Click here to enter text.						

To add rows, copy/paste above row and restart entry information.

I attest all above electronic equipment has been sanitized in accordance with LPAA POL 20140 and a sanitization label has been affixed to each asset.

OTS Supervisor (Print): _____ OTS Supervisor (Signature): _____ Date: _____

OFFICE USE ONLY:

Agency/Facility Property Coordinator (Signature): _____ **Date:** _____

Agency/Facility Property Manager (Signature): _____ **Date:** _____

Agency/Facility Supervisor (Signature): _____ **Date:** _____

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

LDH-Choose an item. **REQUEST FOR SURPLUS (DATA SANITIZED NOT REQUIRED ITEMS ONLY)**

*These regulations shall govern when it is determined that certain items of property are of no use to the agency. Said property may be assigned to another state agency or sold to a preferred buyer when it is deemed in the best interest of the state. Property owned by the state for more than six months may be sold to the public if it is not use to the state. Items may be sold as-is/where-is if deemed necessary. **Surplus Items are usable items.***

Organization Property Liaison and Cost Center: Click or tap here to enter text.

Current Location Code: Click or tap here to enter text.

Date You Are Making This Request: Click here to enter a date.

Location Code Where Asset Will Be Located: Click or tap here to enter text.

Agency/Facility Name and Physical Address Where Pick Up Will Be Made: Click here to enter text.

Primary Contact Name and Phone Number of Person Who Will Be at Pick up Location: Click here to enter text.

Secondary Contact Name and Phone Number of Person Who Will Be at Pick up Location: Click here to enter text.

DATE RECEIVED REQUEST: _____
(OFFICE USE ONLY)

Signature of Organization Property Liaison Validates Request & Date

Asset Tag # <small>If none, denote NO TAG.</small>	Description of Item <small>[desk, computer, monitor, single pedestal, clerical, box of keyboards]</small>	Transfer (Select 1 of 3)			Office Use Only
		<small>My Location Will Deliver To LPAA</small> <input type="checkbox"/>	<small>Requesting LPAA Pick Up</small> <input type="checkbox"/>	<small>As-Is/Where-Is</small> <input type="checkbox"/>	
Click here to enter text.	Click here to enter text.				

To add rows, copy/paste above row and restart entry information.

OFFICE USE ONLY:

<small>Signature of Agency/Facility Property Coordinator Validates Request Processed</small>	<small>Date</small>	<small>Signature of LDH Property Manager Validated Approved To Surplus</small>	<small>Date</small>
		<small>Signature of LDH Supervisor Validated Approved To Surplus</small>	<small>Date</small>

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

You will receive instructions regarding delivery or pick up once the transfer is processed.
You may also check the status of the transfer in the State Official System of Record. Select TRANSFERS and enter the SURPLUS Number.
KEEP A HARD/SCAN COPY OF PAPERWORK YOU SIGN WITH LPAA AT PICK UP!

Location Keeps Original on File for Auditing Purposes for 5 years.
Scan/Email a copy to Agency/Facility Property Manager.

LDH-Choose an item. REQUEST FOR DISPOSAL

(Items for disposal are NO longer usable, inoperable, and/or unrepairable. These items will be removed from inventory.)

Organization Property Liaison For Location and Cost Center: Click or tap here to enter text.

OVER \$1000

Location Code Where Asset Will Be Located: Click or tap here to enter text.

UNDER \$1000

Please adjust my assets inventory in one of the following ways. (Select 1 of the 7 choices)

- Trade In (no vehicles) Document from Vendor will be needed to establish discounted amount Deceased (livestock only)
- Lost-3rd Years Discrepancy at Certification Time Stolen. Attach police report indicating forced entry.
- Inventory Adjustment. Justify Adjustment. Click here to enter text.
- Scrap "Attach Photo(s)" Explain Why Item Is To Be Scrapped: Click here to enter text.

Must Be Able To Place In Dumpsters or Take To Recycling. Any money received from scrap must go to LPAA. LPAA Does Not Pick Up Scrap. If you do not have dumpster access, please contact us to discuss. ONCE APPROVED, ALL LABELS NEED TO BE REMOVED!

- Dismantle For Parts. Attach Photo(s). ONCE APPROVED, ALL LABELS NEED TO BE REMOVED!

Justify Dismantling. Click here to enter text.

Asset to Be Refurbished With Dismantled Parts

Description of Item (desk, computer, monitor, single pedestal, clerical)	Asset Tag #/Elective Tag # (If none, denote NO TAG)	Serial #
Click here to enter text.	Click here to enter text.	Click here to enter text.

Signature of Organization Property Liaison Validates Request Date

Signature of Organization Manager Approval Date

LPAA MUST APPROVE ALL DISPOSALS. ONCE APPROVED, AGENCY/FACILITY PROPERTY MANAGER WILL NOTIFY LIAISON/COORDINATOR TO DISPOSE

OFFICE USE ONLY:

Signature of Agency/Facility Property Coordinator Validates Request Processed Date

Signature of Agency/Facility Property Manager Validated Approved to Dispose Date

Signature of Agency/Facility Supervisor Validated Approved to Dispose Date

DISCLAIMER: Supervisors signature will be required if agencies/facilities do not have adequate staff to cover each level.

Date Request Received: _____ Date Approval Notice Sent: _____

Louisiana Property Assistance Agency Policy

Disposal and Surplus of Electronic Equipment

- **Policy:**

Electronic media, as defined by Office of Technology Services IT-POL-1-04 Data Sanitization Policy, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements.

- **Scope:**

All entities under the authority of the Louisiana Property Assistance Agency, pursuant to the provisions of R.S. 39:321, et seq., or any political subdivision that desires to utilize LPA services must comply with this policy.

- **Responsibilities:**

- Agencies shall establish policies and procedures to ensure compliance with this policy.
- Agencies shall attest that they have sanitized all electronic equipment in accordance with the Office of Technology Services IT-POL-1-04 Data Sanitization Policy prior to requesting permission to surplus or dispose of the electronic equipment.
- Attestation shall be evidenced in a manner prescribed by LPA PPM 11, Data Sanitization.

- **Related Policies, Standards, Guidelines:**

- Office of Technology Services IT-POL-1-04 Data Sanitization Policy
- Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements
- LPA PPM 11, Data Sanitization

- **Owner:** LPA

- **Effective Date:** October 17, 2014

- **Version:** 1.0

**LPA
Compliance Section
PPM 11 – Data Sanitization**

Authorization/Date _____

Revision Dates: November 5, 2014: March 3, 2015: April 23, 2015

General Provisions

Electronic media assets are to be sanitized in accordance with the following policies, which can be viewed on the Office of Technology Services and Louisiana Property Assistance Agency websites.

- Office of Technology Services IT POL 1-04 Data Sanitization Policy
- Office of Technology Services IT STD 1-17 Data Sanitization Standards and Requirements
- Louisiana Property Assistance Agency LPA POL 201401 Disposal and Surplus of Electronic Equipment

Procedures

All state agencies' undersecretaries, IT managers, and property managers must undergo training. Training will be offered as webinars through the LEO portal. Existing Undersecretaries and IT Managers are required to take the Electronic Media Security Class before December 31, 2014 and annually thereafter. Newly appointed Undersecretaries and IT managers must take the training within 30 days of their appointment and annually thereafter.

Persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests shall take the Electronic Media Sanitization and Surplus/Disposal Class and must achieve a passing score. If a person with this level of access to AMS or ERP does not take the class by December 31, 2014, or if they fail to achieve a passing score, access to AMS or ERP will be denied until a passing score is achieved. Newly added persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests will be required to take and pass the class before access to ERP or AMS is granted. Additionally, all persons with these levels of access must take and pass the class annually thereafter. Live training will be offered to those individuals not having access to LEO.

All electronic media assets must be tagged by the property manager and entered into their agency's official system of recordation for movable property, regardless of its original acquisition cost. Electronic media assets do not include electronic media supplies, such as DVD's, Thumb Drives, Memory Cards or other removable storage media. These items, if utilized to store, process, or transmit Confidential or Restricted Data shall be sanitized; however, they shall not be entered into their agency's official system of recordation, nor shall any surplus or disposal request be entered into their agency's official system of recordation. A Certificate of Data Sanitization must be completed by the agency's IT technician(s) actually performing the sanitization. At a minimum the technician(s) will include the asset number, serial number, asset description, media type, sanitization status code, date of sanitization, and their entire unique personnel or employee identification number (UID)*. The IT technician(s) is/are required to sign for each piece they personally sanitized. The IT technician's immediate

supervisor will then sign affirming the work has been done. The agency's property manager will complete the document by including the transfer number and signing the form. A scanned copy of the fully executed Certificate of Data Sanitization must be electronically attached to the AMS disposal/surplus request before LPAA will consider its approval.

* Technicians shall use their State issued 'Personnel Number' (P#), if the technician has not been issued a P#, the agency may use an alternate UID from their employee management system. In the event the Agency has not issued the technician an approved UID, the technician shall provide the last four digits of their Social Security Number (SSN). Additionally, the agency is responsible for maintaining historical records for alternate UIDs to identify the technician to support any state or federal inquiry or audit.

A Data Sanitization Label must be affixed to all sanitized electronic media. At a minimum, the label will have the word "Sanitized", the technician(s) initials, and the date of sanitization. A Data Sanitization Label must be physically affixed to every item approved for surplus before LPAA's staff will accept the item into its inventory. If an item on a transfer does not have a fully completed Data Sanitization Label, the entire shipment will be refused. If the request was for a LPAA pickup, the agency may be billed for the second or subsequent trips to retrieve those items.

Property managers shall ensure requests to surplus or dispose of assets deemed to be electronic media do not include assets of any other class. In addition, if the request is for a disposal, such as a request to scrap, dismantle for parts, inventory adjustment, trade in, or for an AS IS WHERE IS sale, the property manager must submit a picture clearly showing each asset's property tag and the fully completed Data Sanitization Label affixed to that asset before approval will be considered.

If a property manager has an Autonomy profile as allowed under the LAGrad Act, they must maintain similar documentation on file and make those files available to LPAA's audit staff for review.

Forms and Labels

The Certificate of Data Sanitization and a sample Data Sanitization Label are included below. If an agency wishes to use another form for their Certificate of Data Sanitization, prior approval must be obtained from LPAA's Compliance Supervisor before attempting to use it.

Any commercial label may be used, but it must contain the word "Sanitized", Technician Initial's, and Date. A sample Data Sanitization Label is shown below.



Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

TO: Department Secretaries, Agency Heads, Undersecretaries, Property Managers
FROM: Desiree Honoré Thomas, Assistant Commissioner
Statewide Services
DATE: April 19, 2016
SUBJECT: Data Sanitization

As previously communicated in the Undersecretary meeting held on Feb 23, 2016, OTS and LPAA have been working to improve upon the processes required when electronic media devices are sent for surplus or disposal. I am excited to share these updates with you and believe the changes outlined below will be welcomed and significantly reduce the time on task for Agency surplus, transfer, and disposals. Please note, these changes are not intended to minimize the importance of data sanitization or the responsibilities related to tracking electronic media or devices; but to ensure your Agency has processes that are operationally efficient and offer flexibility when needed.

What is not changing?

Federal regulations (NIST SP 800-88r1) still require:

- All Agencies that store, process, or transmit Confidential or Restricted information to create, approve, and maintain a Data Sanitization Policy.
- All Data Sanitization be performed by following documented procedures that have been approved and forensically validated to ensure the processes performed successfully sanitizes the electronic media type or device.
- All Data Sanitization actions (success or failure) be logged and maintained.

For OTS "in-scope" Agencies:

- All electronic devices and media must still be sanitized by using an approved sanitization method listed within the State's Information Security Policy Appendix Item: Data Sanitization Standards and Requirements.
- Data Sanitization Logs must still be created and maintained by the Agency (or OTS on the Agency's behalf).
- OTS will continue to provide sanitization logs to Agency Property Managers for equipment being managed or provided by OTS.
- Property Managers (or applicable Agency staff) may request updates, modifications, or exceptions to OTS Data Sanitization requirements by contacting the Information Security Team by email @ infosecteam@la.gov or by phone @ (225) 342-9288.

April 19, 2016

Page 2

For OTS “out of scope” Agencies:

- Agencies are encouraged to utilize State’s Information Security Policy Appendix Item: Data Sanitization Standards and Requirements as it was specifically created to provide benefit for all State agencies.
 - The Information Security Team is firmly committed to updating, appending, validating, documenting exceptions, or providing guidance in a timely manner upon request to best meet the Agency’s needs or goals.
- Agencies processing Confidential or Restricted information who wish to create their own Data Sanitization policy, requirements, and procedures must technically validate and maintain them to ensure compliance with federal regulation and prevent data loss.
 - Alternative Policy and Procedures must be approved by the Agency’s Governing body.
 - Alternative procedures must still require sanitization logs in accordance with NIST SP 800-88r1.

What is changing?

Effective April 18, 2016 LPAA will change the processes required to inventory, surplus or dispose of electronic media devices.

- Newly acquired electronic media devices with an original acquisition cost of less than \$1,000 will no longer require being tagged and entered in the system.
- Devices acquired before November 2014 costing less than \$1,000 will no longer need to be tagged and entered in the system to transfer or surplus them. Those items can once again be entered as NT (not tagged) items in a surplus/disposal request.
- Data Sanitization logs will still be maintained by the Agency (or OTS on the Agency’s behalf) but no longer require being attached to the transfer request before LPAA can approve them.
- Finally, LPAA's Compliance staff will work with any agency wishing to remove electronic media devices acquired after November 2014 and having an acquisition cost of less than \$1,000 from their master file. Property Managers may contact their assigned LPAA auditor at (225) 342-6853 for assistance.

Critical Note:

These improvements are only made possible by Agency Property Managers ensuring that surplus, disposals, or transfers are not created or requested until electronic media devices have been successfully sanitized prior to LPAA taking possession of them, selling them, or granting permission for the agency to scrap, dismantle, or release them to a non-state entity. **As a result, LPAA may not be held liable for any associated damages or expenses the Agency may incur stemming from the release of unsanitized electronic media or device.**

*The specific definitions for ‘electronic media’ and ‘device’ can both be found on page 10 of the Information Security Policy. Additionally, definitions for ‘Confidential’ and ‘Restricted’ data may be found on page 18 within the Data Classification Policy section.

In closing, I would like to reinforce that these changes squarely place the responsibility for managing the impacts and costs associated with any and all releases of confidential data directly on the surplus agency's management and its financial resources, not with LPAA. Please let us know if you or your teams would like to schedule a formal call with OTS, LPAA, (or both to discuss these improvements; however, if a formal meeting is not required, please feel free to contact Dustin Glover dustin.glover@la.gov or (225) 773-6719 for OTS related questions, feedback, or concerns. Surplus/Disposal procedural questions should be directed to LPAA’s Compliance staff at (225) 342-6853.

Title 34

GOVERNMENT CONTRACTS, PROCUREMENT AND PROPERTY CONTROL

Part VII. Property Control

Chapter 1. General Provisions

§101. Definitions

Agency 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, excluding, however, any governing body or officer of any local government or subdivision of the state or any parochial officer who exercises functions coterminous with the municipality in which he performs those functions.

Agency Property Manager Cthe officer or employee designated by the head of the agency as property manager for the agency.

Charitable Organization C an organization authorized and doing business in the state of Louisiana with its primary purpose being the providing of help and assistance to the needy, by providing direct assistance or indirect assistance through an institution, organization, or fund established to help the needy. Said organization must have and maintain an IRS Section 501 status.

Commissioner C the commissioner of the Division of Administration.

Division C the Division of Administration.

Educational Organization C an organization authorized and doing business in the state of Louisiana with its primary purpose being the imparting of knowledge or skill through systematic instruction by the teaching of structured courses at regularly scheduled intervals.

Head of the Agency C the individual responsible for the administration and operations of the agency.

Louisiana Property Assistance Agency Director C the individual in the Louisiana Property Assistance Section of the Division of Administration who has been designated by the commissioner as the person responsible to the commissioner for the administration of the State Property Control regulations. The responsibility of the director is to develop and organize the agency units necessary to carry out the requirements and functions of R.S. 39:321 et seq.

Property C all tangible nonconsumable moveable property owned by an agency with the exception of property specifically exempted by the commissioner. The commissioner hereby designates that state-owned timber should be considered to be moveable and state-owned pecans shall be considered to be nonconsumable for purposes of the Louisiana Property Control Law (R.S. 39:321 et seq.).

1. Timber and pecans are considered moveable and nonconsumable for the purpose of sales and are not to be included in the agency's inventory of moveable property.

Religious Organization C an organization authorized and doing business in the state of Louisiana with its primary purpose pertaining to or teaching a generally accepted and practiced religion within the state.

Surplus Property C any moveable state property which is deemed to be of no further use to an agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321, R.S. 39:326, R.S. 39:331-332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:227 (August 1976), amended LR 7:71 (March 1981), LR 7:265 (May 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:92 (February 1986), LR 15:831 (October 1989).

§103. Inventory Classification Codes

A. A listing of items of state property alphabetized by their commonly used names will be developed and maintained by the Louisiana Property Assistance Agency director or his designee. A code number representing each item will be designated. These codes and only these codes are mandated for use in inventorying moveable property by all state agencies subject to the provisions of Title 39 of the Louisiana Revised Statutes.

B. The agency property manager shall use the mandated classification code when completing the classification code field on the Louisiana Property Control Transmittal form and the classification code section of the BF-11 form.

C. When an Item has not been Assigned an Inventory Classification Code. The agency property manager must contact the Louisiana Property Assistance Agency for assignment of a new code number before submitting the Louisiana Property Control Transmittal form.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:241 (August 1976), amended LR 8:144 (March 1982), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:93 (February 1986), LR 15:831 (October 1989).

§105. Agency Numbers

A. The agency number and sub-number are numbers assigned to the agency by the Louisiana property assistance agency director or his designee. This same number is the first five digits on all of the agency's state of Louisiana identification tags. Requests for new or additional agency

numbers should be directed to the Louisiana Property Assistance Agency director or his designee.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 15:831 (October 1989).

Chapter 3. State Property Inventory

§301. Appointment of Property Managers

A. The head of the agency shall designate one of its officers or employees as agency property manager. In cases where an agency owns a large amount of property situated in more than one location. The Louisiana Property Assistance Agency director or his designee may authorize the appointment of more than one agency property manager within an agency. This authorization shall be in writing and granted only upon the request of the head of the agency. The head of the agency shall notify the commissioner, through the Louisiana Property Assistance Agency director or his designee, in writing, of the appointment of each agency property manager giving his name and domicile. The agency property manager's signature shall be placed on this letter.

B. The head of the agency shall notify the Louisiana Property Assistance Agency director or his designee in writing prior to the date any agency property manager ceases to function in that position. The Louisiana Property Assistance Agency director or his designee shall conduct an examination of the property inventory records under the jurisdiction of the agency property manager. On the basis of the report of this examination and the next accepted certification of moveable property inventory by the agency, the Louisiana Property Assistance Agency director or his designee shall approve the release of the agency property manager from responsibility and liability or shall make a written report of any defects in the records or damage to or shortages of property. In cases of damage to or shortages of property, the commissioner shall take steps as necessary to satisfy the claims of the state, as provided by R.S. 39:330.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:322, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by office of the Governor, Division of Administration, Property Control Section, LR 2:228 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:93 (February 1986), LR 15:831 (October 1989).

§303. Faithful Performance of Duty Bond

A. Where the Louisiana Property Assistance Agency director or his designee has approved the appointment of one or more property managers within an agency, each property manager shall be covered by the Faithful Performance of Duty Bond.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326, R.S. 39:330 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:228 (August 1976), amended by Office of the Governor, Division of

Administration, Louisiana Property Assistance Agency, LR 12:93 (February 1986), LR 15:831 (October 1989).

§305. Responsibility for Property

A. Each agency property manager shall be the custodian of and shall be responsible for all the property within his agency until his release from responsibility is approved by the Louisiana Property Assistance Agency director or his designee.

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

1. copies of all transmittals submitted for which no record of acceptance has yet been received;
2. annual printout of inventory used for certification (§313.C and §313.G.2);
3. letters of certification of moveable property inventory and subsequent letters of acceptance or rejection (§313.F.11 and §313.G.12);
4. sequentially dated copies of all property acquisition/ change transaction listings received (§317.A);
5. sequential copies of BF-11s submitted, and responses received (§501).

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, and in such event, the agency property manager shall be relieved of responsibility for the property but shall continue to maintain accountability for the property. Upon the return of the property to the agency property manager, he shall return the person's receipt or issue acknowledgement of the return of the property and resume responsibility.

D. Whenever an agency property manager has knowledge or reason to believe that any property of the agency is lost, stolen, damaged, or destroyed through vandalism, fire, wind-storm, or other acts of God, he shall immediately notify the head of his agency. The head of the agency shall immediately notify the commissioner, through the Louisiana Property Assistance Agency director or his designee and follow up with a written report. The Louisiana Property Assistance Agency director or his designee shall make an investigation and take necessary action as provided for in R.S. 39:330.

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 of his agency for which he is responsible as provided herein, and such damages shall be recoverable in a civil suit, therefore, prosecuted on behalf of the state by the attorney general.

F. The head of the agency shall allow the agency property manager(s) the necessary time and provide them with the necessary supplies and assistance for performance of their duties under these regulations, and the head of the

agency shall be responsible for seeing that the provisions of these regulations are carried out.

G. The agency property manager shall submit, within the week it becomes known, each idle or surplus item within his agency for disposition request utilizing a State Property Transaction Form BF-11.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:322, R.S. 39:326, R.S. 39:330 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:228 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:93 (February 1986), LR 15:831 (October 1989).

§307 Items of Property to be Inventoried

A. All items of moveable property having an "original" acquisition cost, when first purchased by the state of Louisiana, of \$1000 or more, all gifts and other property having a fair market value of \$1000 or more, and all weapons, regardless of cost, with the exception of items specifically excluded in §307.E, must be placed on the statewide inventory system. The term "moveable" distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. The term "property" distinguishes this type of equipment from "supplies" with supplies being consumable through normal use in no more than one year's time. All acquisitions of qualified items must be tagged with a uniform state of Louisiana identification tag approved by the commissioner of administration and all pertinent inventory information must be forwarded to the Louisiana Property Assistance Agency director or his designee within 60 calendar days after receipt of these items. In instances when equipment must be installed and/or tested before acceptance by the agency, the calendar days will begin upon official acceptance by the agency.

B. Gifts of moveable property must be given a fair market value as agreed upon between the donor and head of the receiving agency and recorded in the inventory if the fair market value is \$1000 or more.

C. Agencies manufacturing moveable property for use within the agency must determine the estimated cost based on the cost of labor and materials and include such items in the inventory provided that estimated cost is \$1000 or more.

D. Agencies which are eligible to receive federal surplus property must place on inventory all items acquired from Federal Surplus which would ordinarily be classified as moveable property and which have an acquisition cost of \$1000 or more. The acquisition date will be the date of acquisition by the state agency and the acquisition cost will be the actual cost incurred by the state agency.

NOTE: There are federal regulations regarding accountability for federal surplus property. State agencies should contact the Federal Surplus Property section for information regarding these regulations.

E. Livestock acquired for breeding, dairy, and experimental purposes are classified as property and, with the exception of fowl, and rodents, and any other similar

type small mammals, must be recorded in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on inventory. When an agency acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or experimental purposes, the animals shall be included in the inventory and noted as having been acquired by birth and given an appraised fair market value. At each annual inventory, the value of livestock acquired by birth and used for breeding, dairy, or experimental purposes will be re-appraised by the agency property manager and the acquisition cost will be adjusted on the inventory in accord with current fair market value. When an agency acquires livestock by birth and determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321 et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Property Control, LR 2.241 (August 1976), amended LR 8.144 (March 1982), amended by the Office of the Governor, Division of Administration, Property Assistance Agency, LR 12:103 (February 1986), LR 26:2005 (September 2000), repromulgated LR 26:2284 (October 2000), LR 26:2788 (December 2000), LR 27:49 (January 2001), amended LR 28:481 (March 2002).

§309. Marking and Identifying Items of Property on Inventory

A. Each item which meets the definition of items of property to be inventoried (§307) must be identified with an identification tag approved by the commissioner of administration which shall bear a unique identification number.

B. Agencies shall submit their requests for state of Louisiana identification tags directly to Louisiana Property Assistance Agency.

C. The agency property manager shall be responsible for the tagging of property, location, identification of property, and maintenance of property identification tags as prescribed in these regulations.

D. Livestock may be tagged in the ear with a metal tag provided that tag number is set aside. If there is any type of identification mark or tag already on the animal, such as bangs, brucellosis, etc., such identification shall be entered as the tag number provided the number has not been used before.

E. If the item cannot have a state of Louisiana identification number placed on it for physical reasons, the identification number should be set aside and the identification number written on the item with indelible ink (in case of items of cloth), or the number inscribed on the item with a small engraving tool. Authorization must be given in writing by the Louisiana Property Assistance Agency director or his designee for any inventoriable item which does not have a state identification mark due to extenuating circumstances.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:323, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:229 (August 1976), amended LR 7:71 (March 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:94 (February 1986), LR 15:832 (October 1989).

§311. Inventory of Property

A. The agency property manager shall establish and maintain a property location index which shall be used to keep track of the location of property of the agency. The agency property manager shall keep the property location index for the agency current and shall submit to the Louisiana Property Assistance Agency director or his designee an up-to-date index each time a change or modification is made in the index.

B. The agency property manager shall submit all pertinent inventory information on items acquired by the agency and defined in these regulations as items to be inventoried. The means of submitting the information shall be the Louisiana Property Control Transmittal form. These forms may be obtained from the Forms Management Section of the Division of Administration. This form shall be sent monthly to the Louisiana Property Assistance Agency director or his designee listing the transactions of the agency for the month. The data submitted on the transmittal form will be forwarded to the Baton Rouge Computer Center by the Louisiana Property Assistance Agency director or his designee, where it will be keypunched into the agency's inventory master file.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:324, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:229 (August 1976), amended LR 7:71 (March 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:94 (February 1986), LR 15:832 (October 1989).

§313. Annual Inventory Requirements

A. The agency property manager shall conduct a complete physical inventory of the property owned by the agency each fiscal year and not more than 12 calendar months since the last physical inventory. The agency property manager is responsible for recording the true and actual results of the physical inventory.

B. The agency property manager shall notify the commissioner through the Louisiana Property Assistance Agency director in writing 30 days prior to the date(s) inventory is to begin. Agencies inventorying on a rotation basis shall submit their schedule and shall notify the commission through the Louisiana Property Assistance Agency director of any changes to be made in that schedule. The commissioner, Louisiana Property Assistance director, or their representatives, may supervise or observe all or any part(s) of any inventory.

C. Each agency property manager whose head of the agency elects to use Inventory Procedure I (§313.F) shall

utilize the second half of the Notification of Inventory/Request for Printout to also request an annual printout of the agency's inventory master file. Additional requests will result in the assessment of a fee to cover costs.

D. The commissioner shall cause periodic observations of inventories and examinations of records to be made and shall cause reports submitted to the Louisiana Property Assistance Agency to be compared periodically with records of the agencies and with the physical property of the agencies for the purpose of testing the completeness and accuracy of inventories, records, and reports.

E. The head of the agency shall determine which of the two methods of inventory shall be used by the agency property manager in the annual physical inventory of the agency's property. The agency property manager shall be responsible for using the method determined by the head of the agency to be the best for the operations of his agency. Any procedure used other than the ones prescribed in these regulations (§313.F and G) must have prior written approval of the Louisiana Property Assistance Agency director or his designee.

F. Inventory Procedure

1. The agency property manager shall, under the direction of the head of the agency, select the date(s) most convenient to the operations of the agency, but not more than 12 months since the last annual physical inventory.

2. The agency property manager shall complete and submit to the Louisiana Property Assistance Agency director or his designee the Notification of Inventory/Request for Printout at least 30 days prior to the date(s) inventory is taken.

3. The agency property manager, under direction of the head of the agency, shall designate the personnel who will conduct the inventory by areas indicated in the agency's property location index (§311.A).

4. A copy of the property location index shall be provided to each of the persons participating in the physical inventory. It shall describe the areas and the property location code each person is to inventory.

5. The agency property manager shall provide each person participating in the physical inventory a copy of the state master file listing printout of inventory for the agency covering the area or location to be inventoried.

6. The agency property manager shall instruct the persons participating in the inventory on the method to be used to:

a. identify and mark on the inventory listing the items located;

b. mark clearly on the inventory listing the items not located; and

c. conspicuously mark and report to the agency property manager those items found without a property tag. The agency property manager shall make a determination that the items should or should not be tagged and submitted

to the state master file listing of inventory for the agency based on these regulations.

7. The physical inventory shall be taken on the date(s) pre-selected. The agency property manager shall notify Louisiana Property Assistance Agency director or his designee if, for some unforeseen reason, it is necessary to alter the date(s).

8. The agency property manager shall compile the true results of the physical inventory and shall submit a discrepancy report, (if applicable), to the Louisiana Property Assistance Agency director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.

9. The discrepancy report shall list each of the missing items by agency, tag number, description, location, acquisition date and acquisition cost, along with an explanation of what is believed to have happened to the items not located. The commissioner may cause an investigation to be made upon receipt of a discrepancy report, according to §301.B of these regulations.

10. Items not located during inventory for which there is no explanation available as to their disappearance must be retained on inventory and placed in a suspense location for three years. The location must indicate the year in which the item was first not located, (e.g., "9989"). During these three years, efforts must continue to locate the missing items. If items are relocated, the proper location is to be transmitted for inventory purposes. If, after the third year missing items are still not located, a request to remove from inventory as "not located" may be submitted on a DABF-11 form (§501).

11. The agency property manager shall submit the Certification of Annual Property Inventory to the Louisiana Property Assistance Agency director or his designee with a copy to the legislative auditor, after the physical inventory and the state master file listing of inventory for the agency have been reconciled according to the regulations.

G. Inventory Procedure II

1. The agency property manager shall, under the direction of the head of the agency, select the date(s) most convenient to the operations of the agency, but not more than 12 months since the last annual physical inventory.

2. The agency property manager shall complete and submit to the Louisiana Property Assistance Agency director or his designee the Notification of Inventory/Request for Printout of the state master file listing of agency inventory at least 30 days prior to the date(s) inventory is to be taken.

3. The agency property manager, under the direction of the head of the agency shall designate the personnel who will conduct the inventory by areas indicated in the agency's property location index (§311.A).

4. A copy of the property location index shall be provided to each of the persons participating in the physical inventory. It shall describe the areas and the property location code each person is to inventory.

5. The agency property manager shall provide each of the persons participating in the inventory with the Inventory Procedure II form and instruct each concerning its use.

6. The agency property manager shall also instruct those persons participating in the inventory on the method to be used to enter the agency number, tag number, and property location number of each item of property physically located and to conspicuously mark and report to the agency property manager those items found without a property tag. The agency property manager shall make a determination that the item should or should not be tagged and submitted to the state master file listing of inventory based on these regulations.

7. The physical inventory shall be taken on the date(s) selected. The Louisiana Property Assistance Agency director shall be notified by the agency property manager if, for some unforeseen reason, it is necessary to alter the dates.

8. The agency property manager shall reconcile each of the completed true results on the Inventory Procedure II forms with the state master file listing of inventory for the agency.

9. The agency property manager shall submit a discrepancy report (if applicable) to the Louisiana Property Assistance Agency director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.

10. The discrepancy report shall list each of the missing items by agency tag number, description, location, acquisition date, and acquisition cost, along with an explanation of what is believed to have happened to the items not located. The commissioner may cause an investigation to be made upon receipt of a discrepancy report, according to §301.B of these regulations.

11. Items not located during inventory for which there is no explanation available as to their disappearance must be retained on inventory and placed in a suspense location for three years. The location must indicate the year in which the item was first not located, (e.g., "9989"). During these three years, efforts must continue to locate missing items. If items are relocated, the proper location is to be transmitted for inventory purposes. If after the third year missing items are still not located, a request to remove from inventory as "not located" may be submitted on a DABF-11 form (§501).

12. The agency property manager shall submit to the Louisiana Property Assistance Agency director or his designee the Certification of Annual Property Inventory after the physical inventory results and state master file listing of inventory for the agency have been reconciled in accordance with these regulations. The agency property manager shall submit a copy of the certification of annual property inventory to the legislative auditor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:324, R.S. 39:325, R.S. 39:326, R.S. 39:327, R.S. 39:328 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:232 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:96 (February 1986), LR 15:832 (October 1989).

§317. Reports from Louisiana Property Assistance Agency

A. The agency property manager submits the Louisiana Property Control Transmittal Form each month to the Louisiana Property Assistance Agency listing the transactions for the month. At least once each month, the agency property manager will receive from Louisiana Property Assistance Agency a report listing the property acquisitions and changes submitted for the month (if any). Eventually, this report will also include a listing of property dispositions recorded for the agency on the state master file listing for the respective month. This monthly report will show the change in total acquisition value of inventory accomplished for the agency by accepted transactions.

B. Agency Inventory Master File Report. This report contains all the current and updated items on the state master file listing of inventory for an agency and is received upon request from the agency property manager to the Louisiana Property Assistance Agency director. If many transactions have occurred during a period of time, a special request may be submitted for this report other than annually.

C. Inventory Classification Codes. The Louisiana Property Assistance Agency director or his designee will send, as deemed necessary by said director, an updated listing of approved classification codes for items of moveable property to all agency property managers of record. Upon special request from the agency property manager for this listing, a fee sufficient to cover costs will be assessed to the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:324, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:234 (August 1976), amended LR 7:71 (March 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:97 (February 1986), LR 15:834 (October 1989).

§319. Agency Reporting Requirements: Summary

A. Reports from Head of Agency

1. New agency or agency reorganization notification of new property manager and domicile, §301.A.
2. Request for more than one agency property manager, §301.A.
3. Notification when agency property manager ceases to function/replaced, §301.B.
4. Notification when property is not located or destroyed, etc., §305.D.

B. Reports from Agency Property Manager

1. Request for agency code numbers, §105.

2. Request for new classification code number, §103.C.
3. Requisitions for state of Louisiana identification tags, §309.B.
4. Request for authorization not to tag an item, §309.E.
5. Copy of current agency property location index, §311.A.
6. Louisiana Property Control Transmittal form - month, §311.B.
7. Request for Louisiana Property Control Transmittal forms, §311.B.
8. Thirty days notice prior to annual inventory, §313.B.
9. Request for state master file listing of inventory using Inventory Procedure I, §313.C.
10. Discrepancy report using Inventory Procedure I, §313.F.8 and 9.
11. Certification of annual property inventory using Inventory Procedure I, §313.F.11.
12. Request for state master file listing of inventory using Inventory Procedure II, §313.G.2.
13. Discrepancy report using Inventory Procedure II, §313.G.9 and 10.
14. Certification of annual property inventory using Inventory Procedure II, §313.G.12.
15. Certification of annual property inventory using Inventory Procedure II, §313.G.12.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:324, R.S. 39:325, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:235 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:100 (February 1986), LR 15:834 (October 1989).

§321. Acquisition by Transfer from State Surplus Property

A. Surplus property from state agencies is normally retained for the inspection of state agencies at least 45 days before it is sold at public bid or auctioned or scrapped.

B. The purpose for displaying surplus and idle items at the state surplus property warehouse is for transferring those items to an agency where a need exists, thereby reducing expenditures for additional items.

C. The agency property manager or his designated representative shall select the item which the agency needs. A value less than the expected price from public sale of the item shall have been established for each item in the possession of the State Surplus Property Unit of the Louisiana Property Assistance Agency and the receiving agency shall be billed for that value when the item has been

received by the receiving agency. Payment to the Louisiana Property Assistance Agency shall be within 30 days.

D. The agency property manager shall use the Louisiana Property Control Transmittal form to input acquisitions by transfer from State Surplus Property into the state master file listing of agency inventory.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:324, R.S. 39:326, R.S. 39:330 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:235 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:100 (February 1986), LR 15:834 (October 1989).

§323. Responsibility of the Division of Administration Budget Office

A. The Division of Administration Budget Section shall provide the Louisiana Property Assistance Agency with the name and number of each new agency, each abolished agency, and information concerning consolidation or other change of status of any agency. The status change of an agency shall also include those agencies that operate with revolving funds as nonbudget units. This information shall be provided on a timely basis so that the inventory of state-owned property can be kept accountable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:236 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:100 (February 1986), LR 15:834 (October 1989).

§325. Regulations and Orders by the Commissioner

A. The commissioner shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the state, in addition to specific authorization contained in this Section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:236 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:101 (February 1986), LR 15:835 (October 1989).

Chapter 5. State Property Disposition

§501. Inventory Disposition Authority

A. 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 agency or to any officer or employee of any other agency without the written permission of the commissioner through an approved State Property Transaction Form BF-11.

B. The BF-11 is the request from an agency property manager and is not, in any case, to be considered an

approval for any action until a copy is received by the agency property manager with Section IIC Division of Administration Use Only, completed and signed as approved. Entries are to be made in type or print only, except for signatures.

C. An approved State Property Transaction form BF-11 shall be used as the authority to sell, transfer, scrap, dismantle, loan out or otherwise remove an item from the state master file listing of agency inventory.

D. The disposition of the request is binding upon the agency property manager. If it is different than that requested by the agency property manager, the manager may proceed to dispose of the item in the manner prescribed in Chapter 3 or request that the BF-11 be voided. Disapproval of the BF-11 will require resubmittal of the item in the manner prescribed by the Louisiana Property Assistance director or his designee under the "Remarks" section.

E. The State Property Transaction form BF-11 must be approved by the Louisiana property assistance agency director or his designee prior to any transfer or disposition of state owned property. The BF-11 is the request from an agency property manager and is not, in any case, to be considered an approval for any action until a copy is received by the agency property manager with Section II-Division of Administration Use Only, completed and signed as approved. Entries are to be made in typed or print only, except for signatures. In no case shall property be destroyed prior to this approval. Requests to transfer or dispose of computer equipment must be approved by the director of State Purchasing or his designee prior to approval by the Louisiana Property Assistance Agency director. Requests to transfer or dispose of telecommunications equipment must be approved by the director of the Office of Telecommunications or his designee prior to approval by the Louisiana Property Assistance Agency director.

F. No agency property manager or head of the agency shall authorize the transfer of any items of surplus property to the State Surplus Property Unit of the Louisiana Property Assistance Agency without a prior approved BF-11 for each item and a scheduled delivery date from the state surplus property director or state auto delivery/maintenance/operations director or their designees. Items which arrive with unapproved BF-11s at the state surplus property or state auto delivery/maintenance/operations warehouses for disposition will be returned to the shipping agency for proper compliance to these regulations.

G. The agency property manager must either see to the delivery to the designated state surplus property warehouse of items approved for transfer to surplus or contact the state surplus property director or state auto delivery/maintenance/operations director to schedule pickup of these items. In either case, the property manager must clearly mark each item with the BF-11 number by which the item was approved for transfer. Items scheduled for pickup must be located in an easily accessible area.

H. Whenever an agency property manager has knowledge or reason to believe that any property of the agency is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other acts of God, he shall immediately notify the head of the agency. The head of the agency shall immediately notify the commissioner, through the Louisiana Property Assistance Agency director or his designee, and follow up with a written report. The Louisiana Property Assistance Agency director or his designee shall make an investigation and take necessary action as provided for in R.S. 39:330.

I. A fee may be assessed to the receiving agency in accord with established policies approved by the commissioner governing the operations of the Louisiana Property Assistance Agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:200.C, R.S. 39:326, R.S. 39:330, R.S. 39:330.1-2 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:236 (August 1976), amended LR 7:71 (March 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:101 (February 1986).

§503. State Property Transaction Form DABF-11 (Revised 4-85)

A. The BF-11 is the means of an agency receiving written approval for the disposition of any and all items of state property from the agency. Use only the latest revision of the form BF-11.

B. The BF-11 is the request from an agency property manager and is not, in any case, to be considered an approval for any action until a copy is received by the agency property manager with Section II-Division of Administration Use Only, completed and signed as approved. Entries are to be made in type or print only, except for signatures.

C. The agency property manager shall enter the originating date of the request.

D. Section I-Report and Evaluation

1. The agency property manager shall complete (check) one of the boxes indicating his recommendation for disposal of the item.

2. The agency property manager shall enter the complete title and mailing address of the reporting agency and the agency control number consisting of the five digit agency number, a fiscal year number (e.g., "00,01,02,03,04,05,06, 07,08, or 09"), and the proper sequence number of the respective BF-11 for that agency (the first BF-11 for each fiscal year will be "00001," the second will be "00002," etc.).

3. The common name of the article, the make and model, and the manufacturer (if known) shall be completed. The quantity of items for which disposition is requested on this BF-11 must be noted. See §501.D concerning number of items allowed per BF-11. When preparing one BF-11, listing multiple items for disposition, the agency property

manager must prepare an attachment indicating sub-numbers for each item listed (exhibit 8). The first item listed should be shown with the BF-11 number only (e.g., BF-11 Number 189171); the second item should be shown with the BF-11 number plus "01" (e.g., BF-11 Number 18917101); the third item should be shown with the BF-11 number plus "02" (e.g., BF-11 Number 18917102), etc.

4. The agency property manager shall enclose with the BF-11 request for transferring vehicles and trailers to the Louisiana Property Assistance Agency director or his designee the following items.

a. Motor vehicle condition report DA121, revised 6-76 (exhibit 9).

b. Certificate of title (endorsed and notarized).

NOTE: Do not enter the receiver of title. The registration certificate must be delivered with the vehicle when transferred.

5. The agency property manager shall enter additional remarks giving justification for requests to scrap, dismantle, make an inventory adjustment, or remove as not located, and identifying the condition of items to be transferred to surplus or sold "as is, where is." Pictures must be attached for sale "as is, where is" items, a police report for stolen items, and a memorandum of justification for trade-ins.

6. The five digit agency number and tag number must be entered in the required section. If the item(s) to be disposed of is (are) not active on agency inventory, this must be indicated in the remarks section of the BF-11 and an appropriate classification code must be listed for each item.

7. The following headings on the information form shall be completed for items active on agency inventory utilizing the state master file listing of agency inventory:

- a. serial number (up to 22 digits);
- b. property location;
- c. acquisition date; and
- d. acquisition cost.

8. The description of the physical storage location of the item shall be explicit. The contact person and his telephone number for pickup of transfer items shall be entered by the agency property manager.

9. The section entitled "Reimbursement Request" must be checked if applicable. Note: Specific documentation may be required by Louisiana Property Assistance Agency director or his designee showing the specific item was purchased with participating federal funds and the percentage, or with other funds requiring reimbursement, prior to release of the reimbursement to the agency. Normally, state agencies are not eligible for any reimbursement for surplus property proceeds.

10. The designated section must be signed by the agency property manager with his name and title typed or printed.

E. Section II-Division of Administration Use Only

1. The disposition stated in this section is binding upon the agency property manager. If it is different than that requested by the agency property manager, the manager may proceed to dispose of the item in the manner prescribed in Chapter 3 or request that the BF-11 be voided. Disapproval of the BF-11 will require resubmittal of the item in the manner prescribed by the Louisiana Property Assistance Agency director or his designee under the "Remarks" section.

2. Approval of a BF-11 form will constitute grounds for deactivation of the listed property item(s) on the state master listing of the agency's inventory. The item will be deactivated on-line by Louisiana Property Assistance Agency personnel. However, if property items designated for transfer to surplus are later not available for such transfer or if the agency property manager requests and approval is given for voiding a BF-11, the affected property items will be reactivated on the agency inventory.

F. Section III. This section is completed when the item is received at the State Surplus Property warehouse. The agency property manager must keep on file all BF-11s completed in this section as evidence that responsibility for the items listed has been transferred to State Surplus Property.

G. Section IV-Receiving Agency

1. For all BF-11s with disposition of interagency transfer, the agency property manager for the reporting agency must enter the name, full address (attention: property manager) and agency property control number of the receiving agency in Section IV of the BF-11. Once the BF-11 has been approved and the receiving agency property manager has acknowledged receipt of the item, Louisiana Property Assistance Agency personnel will remit a copy of the receipted BF-11 to the reporting agency property manager to be kept on file as evidence of transfer of responsibility for the item. A fee may be assessed to the receiving agency in accord with established policies approved by the commissioner governing the operations of the Louisiana Property Assistance Agency.

2. For every BF-11 with disposition of transfer to surplus or sale "as is, where is," this section is completed by the State Surplus Property Unit of the Louisiana Property Assistance Agency when the item is transferred to another agency. The receipt of the receiving agency is completed by the agency representative responsible for pickup of the item where he physically receives the item on behalf of the receiving agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326, R.S. 39:330 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:237 (August 1976), amended LR 7:71 (March 1981), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:101 (February 1986).

§505. Disposition of State Moveable Property

A. These regulations of the commissioner shall govern the condemnation and disposition of state property when it is

determined that certain items of property are of no use to the agency or to the state.

B. Property transferred to the Louisiana Property Assistance Agency of the Division of Administration may be assigned for use in other agencies in accord with established policies of the Division of Administration when the commissioner deems it to be in the best interest of the state. A fee may be assessed to the receiving agency in accord with established policies approved by the commissioner governing the operations of the Louisiana Property Assistance Agency. Said property may, in accord with Division of Administration policies and R.S. 39:330(b), be sold to political subdivisions, municipalities, or religious, charitable, or educational organizations when the commissioner deems it to be in the best interest of the state. To purchase such property, said subdivisions, municipalities and/or organizations must:

1.a. follow agency listing procedures established by the Louisiana Property Assistance Agency director with the approval of the commissioner;

b. place purchased items in use within the subdivision, municipality, and/or organization within 90 days of purchase; and

c. maintain purchased items in use for subdivision, municipality, and/or organizational purposes for at least 18 months from date of purchase.

2. Exceptions to this regulation in individual instances require written approval from the Louisiana Property Assistance Agency director or his designee. Purchasing subdivisions, municipalities, and/or organizations shall make available to Louisiana property assistance auditors upon request all necessary records and documentation supporting compliance with these requirements.

C. Property owned by the state for more than six months and of no use to the state or agencies may be considered for disposition to the public.

D. The Louisiana Property Assistance Agency director or his designee may sell property "as is, where is" when it is determined to be in the best economical interest of the state.

E. The Louisiana Property Assistance Agency director shall deposit the proceeds from transfer or sale of property at public bid to the Louisiana Property Assistance Agency revolving fund.

1. Originating Purchase from any Percentage of Participating Federal Funds. For equipment with a unit acquisition cost of less than \$1,000, the Louisiana Property Assistance Agency will retain 20 percent of the proceeds received from sale of the item and the percentage of the remainder which corresponds to the percentage of federal funding in acquisition of the item will be refunded to the agency if the program is still active. There will be no refund if the program has been discontinued. For equipment with a unit acquisition cost of \$1,000, or more, \$100, or 10 percent of the total sales, whichever is greater, will be retained by the Louisiana Property Assistance Agency for handling

expense and the remainder will be refunded to the agency. Unless contractual or legal disposition requirements specify otherwise, agencies will be reimbursed 80 percent of the proceeds received by the Louisiana Property Assistance Agency for any item originally purchased by other grants, funds, etc., which require reimbursement.

NOTE: The agency's use of the reimbursed percentage of federal funds must be documented for the legislative auditor.

2. **Originating Purchase from State Revolving Fund.** The agency transferring the item shall be reimbursed at least 80 percent of the proceeds received by Louisiana Property Assistance Agency for the item.

3. **Sale of Farm Produce.** The cost to the agency for bid services rendered by Louisiana Property Assistance Agency shall be up to five percent of the proceeds of the sale.

4. **Sale of State-Owned Timber.** The cost to the agency for bid services shall be up to five percent of the proceeds of the sale.

5. As an exception to the general state property disposition regulations, state agencies may sell their livestock at any authorized public auction or sale. A BF-11, any documentation pertaining to the sale, and a check for the full amount of the sale proceeds, should be sent to the Louisiana Property Assistance Agency immediately after the sale. The livestock will then be removed from the state master listing of inventory for the agency if such is required.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326, R.S. 39:330 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:239 (August 1976), amended LR 7:71 (March 1981), LR 7:265 (May 1981), LR 9:412 (June 1983), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:102 (February, 1986), LR 15:835 (October 1989).

§507. Regulations and Orders by the Commissioner

A. The commissioner shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the state, in addition to specific authorizations contained in this Part.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:240 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:103 (February 1986), LR 15:836 (October 1989).

Chapter 7. Agencies with Integrated Inventory Control Systems and Miscellaneous Exceptions

§701. Qualifications

A. The commissioner shall have the authority to allow certain agencies which have utilized their own data processing facilities for their inventory control systems and

those agencies which initiate data processing facilities for this purpose to maintain and use those systems provided those inventory systems can meet the requirements of R.S. 39:321-332 and these State Property Control regulations.

B. A prerequisite to receive written permission from the commissioner through the Louisiana Property Control Assistance Agency director is that the existing system must be integrated into other systems within the agency through data processing interfaces and not be a "stand alone" system. "Stand alone" inventory systems shall be converted to the state Property Control System. The Office of Information Services of the Division of Administration shall make that determination through an examination of those agencies which apply to the commissioner through the Louisiana Property Assistance Agency director for permission to continue to use their own data processing facilities for agency inventory control.

C. Those agencies which receive written permission to utilize their own data processing facilities for inventory control are excluded from utilizing the Louisiana Property Control Transmittal form.

D. These regulations must be met in full unless the head of the agency applies to the commissioner through the Louisiana Property Assistance Agency Director for a specific exclusion from a requirement and receives written permission from the commissioner when he deems it to be in the best interest of the state.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:240 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:103 (February 1986), repealed and repromulgated, LR 15:836 (October 1989).

§703. Agency Inventory Master File Interface

A. Those agencies which receive written permission from the commissioner through the Louisiana Property Assistance Agency director to utilize their own data processing facilities for inventory control shall coordinate through the Office of Information Services of the Division of Administration and complete the following conversion programs for transferring the agency master file information.

B. If the agency has not previously listed inventory on the Louisiana Property Assistance System, the agency shall transfer to the Division of Administration, Louisiana Property Assistance Agency Inventory Control System at the Baton Rouge Computer Center the agency's inventory master file with the same data and field length as required when using the Louisiana Property Control Transmittal form through a computer tape-to-tape conversion. If the agency has previously listed inventory on the Louisiana Property Assistance System, Louisiana Property Assistance Agency will provide the agency with a computer tape of inventory to be used in establishing the agency system.

C. Each subsequent month, the agency shall submit a like formatted computer tape showing all acquisition and

change transactions for the preceding month involving the agency inventory master file. Each acquisition/change transaction tape must be submitted in the format approved by Louisiana Property Assistance Agency.

D. Disposition and removal of items from inventory may only be accomplished by submission and approval of a BF-11. (§501)

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:241 (August 1976), amended LR 8:144 (March 1982), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:103 (February 1986), repealed and repromulgated, LR 15:836 (October 1989).

§705. Inventory Classification Code System

A. All state agencies shall utilize the inventory classification code system established by the Louisiana Property Assistance Agency director or his designee for the coded numbers which identify each item of inventory. Any agencies currently not utilizing the Louisiana Property Assistance Agency inventory classification code system shall convert the items on the agency inventory master file to said classification code system. This conversion shall be coordinated by the Office of Information Services between the agency and the Louisiana Property Assistance Agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:241 (August 1976), amended LR 8:144 (March 1982), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:103 (February 1986), repealed and repromulgated, LR 15:836 (October 1989).

§707. Reporting Requirements

A. The head of the agency and the agency property manager(s) shall comply with the reporting requirements of these regulations with the exception of §311.B, §319.B.6.-7, which relate to the use of the Louisiana Property Control Transmittal form. This form will not be used when an agency has received permission in writing to utilize their own data processing facilities. Computer tapes will be submitted on a monthly basis instead of the transmittal form.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:241 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:104 (February 1986), repealed and repromulgated, LR 15:836 (October 1989).

§709. Nonexclusion from State Property Control Regulations

A. These regulations, effective February 20, 1986, Chapters 1-7, (§§101-709) supersede all previous regulations and exceptional permissions, both written and verbal. Any exclusion request shall be submitted to the commissioner, through the Louisiana Property Assistance Agency director,

for consideration. Any exclusion from these regulations must be approved in writing by the commissioner.

AUTHORITY NOTE: Promulgated in accordance with R.S.321, R.S. 39:326 and R.S. 39:332.

HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Property Control Section, LR 2:241 (August 1976), amended by Office of the Governor, Division of Administration, Louisiana Property Assistance Agency, LR 12:104 (February 1986), repealed and repromulgated LR 15:837 (October 1989).

Chapter 9. Noncompliance

§901. Penalties

A. The commissioner shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the state. The commissioner shall have the authority to invoke any and all of the following actions when agencies are found to be in noncompliance with these regulations.

1. Call in the good faith performance bonds of the respective property managers.

2. Take action to restrict or require acquisition of movable property only on approval of the commissioner until compliance with the movable property regulation is completed.

3. Revoke or restrict purchasing authority for movable property.

4. Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:321 et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Property Control, LR 2:241 (August 1976), amended LR 8:144 (March 1982), amended by the Office of the Governor, Division of Administration, Property Assistance Agency, LR 12:103 (February 1986), LR 12:677 (October 1986), LR 15:830 (October 1989), LR 17:266 (March 1991).

