


# LDH Moveable Property

---

	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	61.2
	<b>Content</b>	Responsibility and accountability for property owned/leased by LDH
	<b>Effective Date</b>	September 28, 2018
	<b>Inquiries to</b>	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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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/leased 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 15<sup>th</sup> 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-3<sup>rd</sup> 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/leased 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

<b>Date</b>	<b>Revision</b>
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
May 13, 2020	Housekeeping (owned to "owned/leased")

**Attachment A-Organization Chart For Property Personnel**

