

# Brickyard News

Louisiana Property Assistance Agency

## Special points of interest:

- New MV-2 form
- Information Update
- Password Reset
- From the Auditors
- Tid—Bits



## Auction Information

The next auctions will be on February 11th and March 10th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

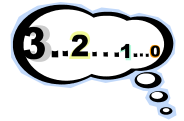
- [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## New MV-2 Form

The LAC 34:XI Fleet Management Regulations state:

“Annually, it shall be the responsibility of the agency transportation coordinator to insure that a Home Storage Agreement form (DOA form MV-2) is completed and forwarded to the state fleet manager by **May 1** and is signed and approved by the commissioner in order to continue home storage into the new fiscal year beginning July 1. Any home storage approved by the commissioner during the year **shall expire June 30** and renewal will require submission of a Home Storage Agreement (DOA form MV-2) as described above.”

With that said . . .



LPAA has published a new DA 5210 Request for Personal Assignment and/or Home Storage of State-Owned Vehicle form. Also known as the MV-2. **Please note that all Fiscal Year 2012-2013 submissions for personal assignment or home storage will require utilization of the new form that has a revision date of 02/12.** This includes updates. All Fleet Coordinators should have received an email that included a link to the LPAA website where the form can be found. The form may be located at the Online Forms page on the LPAA website or by going directly to <http://www.doa.louisiana.gov/lpaa/forms/form-mv2%20.pdf>.

In addition to completing the MV-2 form all agencies will still be required to complete the electronic request in the Asset Management System. Please ensure that all necessary steps have been accomplished and the completed original form submitted to LPAA on or before the May 1st deadline. Fiscal year 2012-2013 submissions completed on the old form will be returned to the requesting agency to be completed on the revised form. Updates and submissions for the remaining Fiscal year 2011-2012 will be accepted on the old form.

Please contact Rick Janis, Fleet Manager, at 225-342-6855 or if preferred by email at [richard.janis@la.gov](mailto:richard.janis@la.gov) for further information.

## Information Update

### Importance of Updating Information

LPAA recently audited the User Access files and found more than 300 plus Users that had not logged into the Asset Management System for at least a one year period. Please be sure to periodically check your files to ensure that you have the most up to date information. Once an employee has left an agency or no longer has a need to access the system they should be deleted. This delete may be accomplished by going to the Online Forms page on the LPAA website or by going directly to <http://www.doa.louisiana.gov/lpaa/forms/form-protegeidrequest.pdf>. Completed forms should be submitted to the compliance section of LPAA. Questions may be answered by calling 225-342-6853.



## Need a Password Reset

Please remember when requesting a password that individuals should not email anyone at LPAA directly to obtain a password. Users should always utilize the two electronic help features provided. The first option involves answering the Security Question and the second, contacting Password Support directly.

From the Sign-In page the message Forgot your username or password? can be seen. Click on the word password and then enter your username. This will bring up a page displaying your Security Question. If answered correctly, a new fifteen digit password will be sent to the email address that is on file for your user-name immediately. Cutting and pasting the new password, with no extra spaces, is highly recommended. This is the quickest route to take.

And if you do not know the answer to your Security Question . . . utilize the second electronic option. The same steps as listed above are followed, but upon reaching the Security Question page, click on Contact Password Support. Enter both your first and last name. You may not be the only Shannon, Rebecca, Smith or Johnson with access to AMS. Enter the a phone number where you can be reached at the time of the request. Do you have an extension? Finally enter your email address. Please be sure it is entered correctly. AMS is setup to send the new password to the email entered in this blank. Click Send Email and the request will land in the inbox of numerous LPAA staff members.

The screenshot shows a 'Sign-In' form with two input fields: 'Username' and 'Password'. Below the fields is a 'Sign In' button. At the bottom of the form, there is a link that says 'Forgot your username or password?'. The background is a light blue gradient.

The screenshot shows a 'Security Question' page. The 'Username' field contains 'sfrushing'. The 'Security Question' field contains 'What is the name of your favorite childhood friend?'. The 'Answer' field is empty. There are 'Close' and 'Submit' buttons. At the bottom, there is a link for 'Contact Password Support'. The page header includes 'InGicut Powered by AssetWorks'.

The screenshot shows a 'Technical Support' page. It asks the user to 'Please complete the following form and click Send. A support representative will contact you with an answer.' The form has a text area for 'My question or comment:' with the text 'I forgot my username.' Below this are three input fields: 'My Name \*', 'My Phone Number \*', and 'My Email Address \*'. There are 'Cancel' and 'Send Email' buttons.

Finally, while we are on the subject, a similar process may be utilized to obtain your username if you have forgotten what it is.

Why do we want you to utilize one of these features? Shannon may not be available at the time of your request or she may be working on a project away from email access. Emailing Shannon directly could potentially delay the response to your request. There are several staff members that handle password resets at any given time. Following the proper route to reset you password will provide you with a timely response.

## From the Auditors

### Certification Paperwork and Due Dates

Two key documents involved with the Annual Certification of Inventory are the actual Certification and the Notification of Inventory. Please remember that both of these have a due date.

The Notification Of Inventory must be received by LPAA thirty days prior to the date inventory is to **begin**. This is **not** thirty days prior to the due date of your Annual Certification. We have found that this is a common misunderstanding, so I will reiterate! Thirty days prior to starting Inventory, the Notification must be received by LPAA.

The Annual Certification of Inventory must be submitted by the due date. This date may be obtained under your agency information in AMS. Certifications that are not received on or before their due date will be disapproved due to their tardiness.



## More Random Tid–Bits of Information



**Question:** Can I participate in the state surplus auctions?

**Answer:** Yes. The only people that can not participate in the surplus auctions are Office of General Service employees. Our auctions are open to the general public, which includes state employees. State Employees can not purchase items that were surplus from their own agency.

**Question:** How long do items stay unlocated?

**Answer:** Items are kept in a suspense file for three years before they can be written off. Even if items are listed in unlocated status on your agency's inventory, you should continue to look for those items. It has been shown that over half of the items that were listed as unlocated are found before the 3 year period. The property manager must enter the unlocated year into AMS. This changes the status of the asset to unlocated. While completing your Agency Certification, those assets that are considered 3rd Year Discrepancies should have a disposal submitted in AMS utilizing the 3rd Year Discrepancy as the Method.

**Question:** What should I submit with my annual certification of inventory?

**Answer:** Annual certification reports must contain the following:

- The Annual Certification Form
- A copy of the last page of the Certification Report which shows the totals
- An Unlocated Report
- A Transfer for 3rd Year Discrepancy (if applicable)
- A current Location Code Index
- Include any other documentation necessary (additions & deletions if done after print-out)

**Question:** What should I use in the description field?

**Answer:** The description field should be utilized for your benefit. During inventory time, this field can be utilized in identifying property. If the description field is left blank, then the class defaults as the description. If your agency has multiple chairs on inventory and you do not put a description, it defaults to "chair." Wouldn't it be easier to find a "Blue High Back Rolling Chair" at inventory time, rather than just a "chair?" This field can be edited at any time.

**Question:** My agency purchased items from the LPAA Warehouse. How do I tag them?

**Answer:** If your agency purchases items from the LPAA warehouse that will require tagging, do not add them as new acquisitions. A transfer will come to your agency and you will receive and tag those items through the Asset Management System. When receiving assets that must be tagged, have: the new tag number, and the location available.

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to [shannon.rushing@la.gov](mailto:shannon.rushing@la.gov).



**Happy  
Valentine's  
Day**

