

Office of Technology Services
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

POLICY NO. 13

EFFECTIVE DATE: April 1, 2024

SUBJECT: MOVEABLE PROPERTY TAGGING POLICY

AUTHORIZATION: DocuSigned by:
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I. **POLICY:**

As per RS 39:15.3, the Office of Technology Services (OTS) shall establish and coordinate all information technology systems and services affecting the management and operations of the executive branch agencies of state government.

II. **PURPOSE:**

The purpose of this policy is to set forth guidelines and explain the requirements for the tagging of technology moveable property inventory once procured, or approved, by OTS. This does not include leased technology equipment, or any equipment provided through OTS lines of service.

III. **APPLICABILITY:**

This policy shall apply to all executive branch agencies of Louisiana state government.

IV. **PROCEDURE:**

Newly procured moveable property with a value of \$5,000 or more, also known as capital assets, will be acquired directly by the respective agency. The Agency Relationship Manager (ARM) will assist the customer agency with obtaining a quote and approval for the purchase. As part of the procurement process in the Statewide Procurement System (SRM), the workflow requires OTS approval based on the IT commodity code entered at the time of purchase. Once the acquisition is complete, the procuring agency is responsible for initiating the creation of an Asset Master Record (AMR) and a Notification Record (M5). Within 60

days of receiving the asset, the procuring agency is required to affix a property tag, as per Louisiana Administrative Code Title 34.VII. These assets will be owned, depreciated, and tracked by the procuring customer agency.

IT Commodity Class Codes Required for IT Moveable Property Purchases over \$5,000 in SRM:

Class Code Group	Commodity Group Name
43211500	Computers
43211600	Computer Accessories
43211700	Computer Data Input Devices
43211800	Computer Data Input Device Accessories
43211900	Computer Displays
43212000	Computer Display Accessories
43212100	Computer Printers
43221522	Telecommunications Equipment

Assets that are newly procured and valued at \$1,000.00 to \$4,999.99 will be acquired by OTS on behalf of the requesting agency. The ownership of these assets will belong to the customer agency, which will be responsible for the tagging and tracking. In accordance with Louisiana Administrative Code Title 34.VII, a property tag must be affixed to the asset within 60 days of receipt for items \$1,000 and over. OTS is requiring all executive branch state agencies to have all tagging completed within 30 days of receipt.

All relevant information, such as the OTS purchase order number and serial number, must be entered into the M5 notification. The respective agency property contact will be sent an Ivanti email notification once the items has been received by OTS. OTS will provide a report of outstanding untagged procurements, along with the monthly invoice, to ensure that these assets are tagged by the respective customer agency property staff.

Existing assets on OTS's inventory will be transferred back to the customer agency. Regardless of original cost, assets that were procured prior to April 1, 2024 through OTS and tagged on inventory by OTS will be transferred back to the respective customer agency.

V. **RESPONSIBILITY:**

It is the responsibility of OTS and the customer agency to follow all guidelines of the Louisiana Administrative Code Title 34, Part VII as it pertains to Property Control. The respective customer agency will be responsible for tagging all movable IT equipment excluding leased technology equipment, or any equipment provided through OTS lines of service.

VI. REFERENCE INFORMATION

Office of Technology Services Property Section email: OTS.Property@la.gov.

All policy updates can be located on the OTS website under the policy section.



IT Moveable Property Procedures for Agency Tagging

Scope

The below applies to assets purchased by OTS directly on behalf of a customer agency, which they are paying for in full. This does not include leased equipment, or any equipment provided through OTS lines of service, which will continue to be tagged by OTS.

Under \$5,000

New Purchase

OTS will purchase the equipment on behalf of the customer agency. The equipment must then be tagged by the customer agency within 30 days of receipt. The OTS property section will attempt to reconcile Ivanti Ticket and POs to agency asset tags for new equipment. OTS will generate a report for any OTS purchase(s) on behalf of a customer agency for which the agency has not yet generated an M5 record (inventory tag) in the LaGov system. However, the responsibility for tagging and tracking this equipment will lie with the respective agency. The OTS purchase order number and serial number(s), must be entered into the M5 notification.

Existing Equipment

The OTS property section will work to transfer any applicable equipment over to the agency.

\$5,000 and Over

New Purchase

A custom commodity workflow is being developed in LaGov for agencies to utilize. The following steps will be followed:

1. The ARM will get the quote for the asset from a vendor.
2. The ARM or customer agency will enter a ticket in Ivanti for approval by the OTS Fiscal and for visibility by EUC to coordinate equipment deployment if needed. (An Ivanti workflow is in progress to address this need)
3. The quote will be given to the agency along with the ticket number. The agency will enter the PO or shopping cart in LaGov/SRM using the commodity codes provided in the policy. The agency must include the Ivanti ticket number in the description on the shopping cart or in the Reference 1 field in SRM for purchase orders. The agency must check the LaGov asset box in SRM.
4. OTS will be a workflow approver for any PO or shopping cart created in LaGov/SRM, verifying the item matched what was quoted and delegated by OTS.
5. Once approved and item(s) are received, the agency will handle tagging of the equipment and creating the Asset Master Record to link to the PO so they can properly maintain ownership.

Existing Equipment

The OTS property section will work to transfer any applicable equipment over to the agency, and depreciation of the asset will no longer exist once it is transferred.