**Property Control Procedure Manual Coastal Protection and Restoration Authority**

Prepared by

General Services Section

 Executive Division

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| **Revision History** |  |
|  |  |  |
| **Date** | **Description** | **Contributor** |
| 1/17/2017 | Original | Renee’ McKee |
| 8/06/2018 | Reviewed – no changes | Renee’ McKee |
| 6/06/2020 | Edited – minor formatting changes  | Renee’ McKee |
| 11/12/2021  | Edited – added further details and Management Notification Form  | Renee’ McKee |
|  12/23/2021 | Changed numbers on forms | Renee’ McKee/Tonyetta Jackson |
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# SECTION I

**PROPERTY CONTROL REGULATIONS**

### GENERAL

In accordance with Title 34 of the Louisiana Revised Statutes, each agency is the custodian of and shall be responsible for all moveable property within said agency. The term “moveable” distinguishes this type of equipment from that which is attached as a permanent part of the building or structure.

* 1. Each employee of the CPRA is responsible for
		1. Maintaining a current inventory of moveable property in his/her office
		2. Notifying the Property Manager and/or liaison in advance when property belonging to the agency is relocated or, lost, stolen, or damaged.
		3. Taking responsible steps to safeguard said property which is in his/her possession
* By not leaving the property visible in public places where it could be vulnerable to theft or damage.
* Locking away moveable property such as laptops when at home or when traveling, or using a locking cable on laptops when stored in an unlocked room in the building overnight.
* Taking reasonable steps to ensure premises are secure (e.g. making sure doors are closed and reporting unauthorized persons)
* Not removing property without signing it out (where property manager/liaison operates a sign-out procedure);
* Returning property or surrendering access to the property when leaving the agency.
	1. Each Employee must notify the Property Manager of any activity that affects state moveable property. Forms and instructions are included in this manual.

The Property Manager appointed by the agency head is responsible for planning, managing, and monitoring the compliance activities of the department to ensure accountability for inventoried, moveable property for the agency. The Property Manager will advise management of ongoing or serious abuses or problems. All instances of loss or damage of state property from any cause must promptly be reported to the Property Manager.

### PROPERTY LOCATION

Section III of this manual contains a Property Location Index. This four-digit code identifies a division and/or regional office within CPRA.

### PROPERTY TO BE TAGGED AND INVENTORIED

* 1. All items of moveable property having an acquisition cost of one thousand ($1000) dollars or more, all computer-related items regardless of cost, and all gifts having an appraised value of one thousand ($1000) dollars or more must be tagged and recorded in the LaGov System.

Tagging is to occur within sixty (60 days) of receipt and is handled by the General Services Section for the Baton Rouge Office. Regional offices must each have a designated individual (property liaison) responsible for tagging property and providing the Property Manager with appropriate information for the LaGov system. Tags will be mailed to the regional offices, as needed, by the Property Manager or Baton Rouge Property Liaison.

Software is exempt from this requirement regardless of cost.

* 1. If a tag cannot logistically be placed for any reason, a ghost tag number should be assigned and inventoried and the identification number inscribed or written on the item with indelible ink, paint pen, or engraver, if possible (in case of items of cloth, vinyl, leather, or submersible items.) The original tag must be kept in a file at the office where the equipment is located.
	2. Administrators may request that items such as desks, cameras, and other property having an acquisition cost of less than one thousand ($1000) dollars be tagged and inventoried.
	3. Property purchased with federal funds and grants will be noted on the property record.

### INSTRUCTIONS FOR TAGGING - GENERAL

* 1. General office equipment tags shall be placed in one of the locations listed below, ensuring the tag is easily accessible. Any item tagged prior to the distribution of this manual will be exempt.
1. – Top
2. – Left Side
3. – Right Side
4. – Back
5. – Door Panel
6. – Leg
7. – Front

* 1. Liaisons shall affix tags in a position that is easily accessible for inventory, but not of an unattractive nature.
	2. **Tags shall not be hidden. Examples of hidden tags include:**
1. On the bottom of a computer, desk, etc…
2. On the top of tall items, such as file cabinets, where tags can only be seen with the use of a ladder.
3. On the back of items which are arranged against the wall, such as bookcases.
	1. Tags shall not be placed on disposable parts of equipment.
	2. If a tag is faded or becomes un-affixed, the Property Liaison shall notify the Manager as soon as possible. A replacement tag will be printed and placed on the item.
	3. Replacement tags will be provided to regional offices by the Property Control Manager or designated Baton Rouge Liaison

### PROPERTY TRANSACTION GUIDELINES

* 1. Property Liaisons should update their tagged property continuously. If property moves locations and/or is reassigned to another employee, a Transfer Form (GS-104) must be completed by the employee or Property Liaison. The employee receiving the property, the Baton Rouge Liaison, and the Property Manager, sign the form.
	2. When it is determined that any item(s), regardless of the acquisition cost, is to be removed from a section, the appropriate form must be completed. All property forms must be kept together for each inventory certification year. This will aid in annual inventory reconciliation.
	3. Any damaged, lost, or stolen property must be reported to the Property Control Manager immediately. Please refer to section F:4 on page 5 of this manual for additional information. If the incident involves an accident, the Property Control Manager or Baton Rouge Liaison will forward the necessary paperwork to the Executive Staff Officer to initiate a Risk Management claim. If the Office of Risk Management reimburses CPRA for the loss, the Property Manager will work with the Louisiana Property Assistance Agency (LPAA) to have the damaged property removed from inventory.
	4. When any property (computer equipment, etc.) is to be exchanged or repaired by the factory/vendor, the Property Liaison shall enter an OTS helpdesk ticket and type the service tag number in the description. OTS will work with the manufacturer on behalf of CPRA for parts or replacement equipment. If the manufacturer is replacing the equipment, the Baton Rouge Property Liaison will work with LPAA to obtain approval for a property adjustment to remove the item from inventory. Once the replacement equipment arrives, the Property Liaison will enter it into the system, create a new property tag and affix the tag to the equipment.
1. **FORMS AND INSTRUCTIONS - Regardless of the acquisition cost**
	1. **EQUIPMENT ON LOAN FORM (**GS-102) – used whenever the property is temporarily loaned to another agency or organization (other than CPRA).

The sending/loaning section’s Property Control Liaison is responsible for preparing the form listing a description of the item(s), current property tag(s), serial number(s), and physical location of the equipment.

If the equipment will leave the agency or CPRA Building, the approval of the Division Chief and Property Manager is required.

After obtaining appropriate signatures, the form is submitted to the Property Control Manager for review and recording purposes. This form must be completed and re-signed annually, as long as the equipment remains on loan.

The loaning office must maintain an accurate accounting of the equipment and must ensure its physical location for each annual certification of the property report.

When the property is returned, the Property Liaison completes the bottom portion of the Loan Form and a copy is forwarded to the Property Control Manager.

* 1. **PROPERTY TRANSFER FORM** – To transfer property from one section/location code to another or from one person to another, a Property Transfer form, GS-104 must be completed. A **TRANSFER FORM** is also required during the employee exit process. The employee’s supervisor is required to complete a property transfer form and turn it into the Property Manager during each employee exit process. If the property will remain in the current location, the property shall transfer to the supervisor until a replacement is hired. If the property will move to the data closet, responsibility shall transfer to the Property Manager. The form is signed by the employee (or supervisor is employee is exiting,) the Property Liaison and the Property Manager.
	2. **SURPLUS FORM** – Inoperable, derelict, and obsolete property, which is no longer of use to the agency, and property to be dismantled/used for parts must be identified on the Property Control Surplus Form, GS-105. Both the Property Liaison and the Property Manager must sign Form GS-105.
1. No property can be surplussed or dismantled without first obtaining approval from the Property Control Manager.
2. Property Liaisons create Surplus Forms and forward them to the Property Manager for approval. Once approved, liaisons process paperwork, arranging for surplus, dismantling, or scrapping. Forms are signed by the person responsible, the Property Liaison, and the Property Manager.
3. Items procured with federal funds, when the acquisition cost was over $1000, the Property Manager or designated liaison will submit a Federal Grant Permission to Surplus Form (GS-106) to the appropriate grant manager to check for any federal approvals required/obtained and reimbursement requested.
4. The Property Control Manager or designated Baton Rouge liaison determines the date for surplus drop-off based on quantity accumulated.
5. If a vehicle is to be surplussed, a Condition of Motor Equipment (Form

DA-121) form must be completed and submitted with a Surplus Form (GS-105) to the Property Control Manager. These forms should accompany the requisition for a new vehicle.

* 1. **MANAGEMENT NOTIFICATION FORM** – Suspicions of theft, loss of state assets, equipment, and all state property items, unusual occurrences, and/or employee concerns relating to the property will be reported by completion of the Management Notification Form (GS-101.)
1. The Management Notification Form will be completed by the employee and submitted to his/her supervisor. Supervisors will review the report and, when possible, address the issue identified, notifying the employee, Executive Director, and Chief Financial Officer, of the disposition.
2. If the report concerns an actual loss of state property, the supervisor will report the loss through the line of authority and work with the Property Manager to file the appropriate reports and inventory documents.
3. If the loss is estimated at $250 or more, the Property Manager or their designees will report the loss immediately to the police and will contact the appropriate manager as follows:
	1. CPRA Safety Coordinator
	2. Agency Relationship Manager (OTS ARM), if computer related
	3. Chief Financial Officer
	4. Internal Auditor
4. For lost or stolen property, the Liaison must notify the Property Manager immediately. The Property Manager or Liaison must fill out a Theft Report Form GS-108, Loss of State Property Memo GS-107, and Surplus Form GS-105. The Property Manager will contact the Office of Risk Management and ensure the completion of forms to file a claim.
5. The Managers, as indicated in section “c” above, will investigate the incident and take any corrective action, where possible, to avoid further occurrences. This could be in a revised procedure, or taking additional security measures, if appropriate. All such recommendations will be submitted to the Chief Financial Officer for approval/revision and implementation.
6. The Property Manager will ensure the preparation of reports, as necessary, for Property Control.
7. Any employee found to be responsible for the wrongful loss of, or damage to, state property will be subject to appropriate disciplinary action.

* 1. **ACT OF DONATION FORM** – To be used for gifts. Form GS-109
	2. **HOME STORAGE –** (Form GS-103) –The Home Storage form is required when state property will be stored at an employee’s home. Coastal Protection and Restoration Authority’s Policy 27 (Home Storage of State Property), provides the guidance for managing home stored property within the agency. Compliance with this policy aids in minimizing losses and protecting the state’s assets.

### ANNUAL INVENTORY

* 1. Annually, at a time determined by the LPAA, there will be a physical inventory of all agency moveable property. Every item must be accounted for and, if applicable, include a Property Loan, Transfer, home storage, or surplus form.

Forms will remain together for each inventory certification year.

* 1. The Baton Rouge Property Liaison will send a notification of inventory to LPAA 30 days before the date inventory will begin. LPAA does provide a form letter online that can be used to provide the required notice.
	2. Prior to the start of the physical inventory, the field property liaisons will receive a copy of their office's listing of inventory. They are instructed to check their listings and provide any corrections for the room numbers or person responsible before physical inventory begins.
	3. The Baton Rouge Property Liaison will compile an inventory schedule, which will be reviewed by the Property Manager, and distributed to all of CPRA.
	4. The Property Manager and a Property Liaison will conduct inventory to account for all tagged equipment in the Baton Rouge and Regional Offices. In addition to locating tagged property, those conducting inventory also verify the room numbers and the person responsible for each item.

 6. Upon completion of inventory, the Property Manager and/or Baton Rouge Property Liaison notifies the Chief Financial Officer of any items not located, if applicable. The notification will contain an explanation of the circumstances and the measures taken to locate the missing property.

 7. The Chief Financial Officer signs the final inventory paperwork. The Baton Rouge Property Liaison forwards all inventory paperwork to LPAA by the required deadline.

 8. After review, LPAA sends the Property Manager an approved annual inventory certification letter, which states their acceptance of current inventory and includes the due date for the following year’s inventory.

# SECTION II EXHIBIT OF FORMS

GS-102

##

##  Coastal Protection & Restoration Authority

###  EQUIPMENT ON LOAN

 APPROVAL IS GIVEN THAT THE FOLLOWING EQUIPMENT BE LOANED:

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name & Person Responsible

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physical Location

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Duration of Loan: Beginning date – end date

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION**  | **STATE TAG NO.**  | **SERIAL NO.**  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature, Property Manager / Liaison

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature, Authorized Individual Receiving Equipment

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature, Division Chief

(This approval is required if equipment will leave agency or CPRA Building.)

Equipment Returned By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of Equipment upon return: Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature, Property Liaison / Property Manager

Note: This form must be signed and a copy retained by all parties prior to submitting to the Property Control Manager for review and recording purposes.

**Coastal Protection & Restoration Authority**

**Home Storage Equipment Request Form**

**Section I**

|  |  |  |
| --- | --- | --- |
| Employee Name/Home Address: | Division/Job Classification: | Work Number: |
|  |  |  |
|  | Home Number: |
|  |  |
| Description of Item & State Property Tag Number: |
|  |
|  |
|  |
| Justification: (This section should indicate the reason/need to have this equipment stored at an employee’s home and how long it will be needed.) |
|  |
|  |
|  |

**Section II**

I certify that this equipment will be used for official state business in accordance with state law. It will not be used for personal business. I assume responsibility for the above referenced equipment if it is lost, stolen, damaged or destroyed due to my neglect.

|  |  |
| --- | --- |
| Employee Signature: | Date: |
|  |  |
| Approved by Immediate Supervisor: (signature) | Date: |
|  |  |
| Verified by Property Control Liaison: (signature) | Date: |
|  |  |
| Approved by Executive Director: (signature) | Date: |
|  |  |

**Section III**

To be completed by CPRA Property Manager or designee or Section Property Control Liaison

|  |  |  |
| --- | --- | --- |
| Description of item issued: | Serial Number: | State Tag Number |
|  |  |  |
| Date Issued: | Issued by: | Anticipated Return Date: \* | Date of Return: | Received by: |
|  |  |  |  |  |

\*Date returned should not exceed one calendar year from date of issuance.

**PLEASE NOTE: A SEPARATE FORM MUST BE COMPLETED FOR EACH PIECE OF EQUIPMENT** &

**THE ORIGINAL OF THIS FORM MUST BE FORWARDED TO CPRA’S PROPERTY CONTROL MANAGER**

GS-103

## GS-104

## Coastal Protection & Restoration Authority

**TRANSFER FORM**

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE TRANSFERRED:

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Room/Cube Number

 TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Room/Cube Number

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **STATE TAG NO.** | **\*LOCATION CODE** |
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NOTES\*\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR THE ITEMS LISTED ON THIS FORM AND THAT MY SIGNAUTRE CONSTITUTES MY AGREEMENT.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Employee Responsible

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature, Employee Responsible Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROPERTY MANAGER / LIAISON Date

**Note:** THIS FORM MUST BE SIGNED BY BOTH THE RESPONSIBLE EMPLOYEE AND THE PROPERTY CONTROL OFFICE. THE PROPERTY CONTROL OFFICE SIGNS AND DATES ONCE THE INFORMATION IS UPDATED IN THE INVENTORY SYSTEM.

## Coastal Protection & Restoration Authority

### SURPLUS FORM

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE SURPLUSED:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **TAG #** | **SERIAL #** | **CONDITION** | **Asset #** |
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 Signature, Property Liaison Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PROPERTY CONTROL MANAGER Date

**This form is to be submitted to the Property Control Manager, who will initiate the physical removal of the equipment upon receipt of the approved documents from the Division of Administration. Under no circumstances should the property be moved from its present location without specific instructions from the Property Control Manager. Please indicate condition of property as follows: Good, Fair, Poor, Inoperative, Parts Missing, etc.**

GS-105

##

##

**Federal Grant Permission to Surplus Form**

#### DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FROM:** PROPERTY CONTROL MANAGER

#### SUBJECT:

Under the guidelines issued by the Division of Administration, any request for disposal of equipment which has been purchased with federal funds must be supported by the requirements of the particular federal grant.

Since it has been requested to dispose of the above-referenced federally funded equipment, we are requesting that you complete one of the following statements and return this letter along with any appropriate documentation to the Property Control Office.

1. This federal grant does not require federal permission to surplus equipment.

Reimbursement to Federal Government (is, is not) required.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All federal guidelines have been followed and the required federal permission has been obtained (see attached) prior to this request for disposal of the subject property. Reimbursement to federal Government (is, is not) required.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GS-106

**Loss of State Property Memo**

Date:

To: Division of Administration Louisiana Property Assistance Baton Rouge, Louisiana

ATTN:

FROM: \_\_

 Property Manager

SUBJECT: LOSS OF STATE PROPERTY

In accordance with R.S. 34:305D, I am notifying you of the loss of state property in the Coastal Protection and Restoration Authority as indicated in the attached correspondence.

Attachment: Letter of notification from unit Police report (if theft is suspected)

C: Originating Unit

 Executive Staff Officer

Risk Management Coordinator (Please notify CPRA Property Control Office whether or not claim is filed. If claim is filed and reimbursement made, the CPRA Property Manager will request removal of equipment from inventory.)

GS-107



GS-108

### ACT OF DONATION

STATE OF LOUISIANA

PARISH OF

**BEFORE ME**, the undersigned authority, this day of \_\_\_ 20\_\_\_\_, personally came and appeared:

donor here, who declared that he/she does donate with full guaranty of title and with complete transfer and subrogation of all rights and actions of warranty against all former property herein conveyed unto:

 donee herein shown is the donor’s the following described property, to-wit:

which is valued at approximately **$**

WITNESS DONOR

WITNESS DONOR

WITNESS DONOR

WITNESS DONEE

**SWORN TO AND SUBSCRIBED,** before me the undersigned authority on this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_.

NOTARY

GS-109

|  |  |  |
| --- | --- | --- |
| DA-121 | STATE OF LOUISIANA | LOG # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | DIVISION OF ADMINISTRATION | KEYS: Ignition\_\_\_\_\_\_\_ |
|  | PROPERTY CONTROL SECTION | Trunk\_\_\_\_\_\_\_\_\_\_ |
|  | POST OFFICE BOX 94095 |  |

BATON ROUGE, LA 70804-9095 PHONE(225)342-6849 FAX (225)219-7703

CONDITION REPORT FOR MOTOR EQUIPMENT

STATE AGENCY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AGENCY #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DABF 11 #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROPERTY TAG #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR & MAKE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VIN/SERIAL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MODEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_ BODY TYPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MILEAGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LICENSE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COLOR \_\_\_\_\_\_\_\_\_\_\_\_ ENGINE: 8 CYL( ) 6 CYL( ) 4 CYL( ) REQUISITION # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TRANSMISSION TYPE: (Standard/Automatic/Overdrive)

CONDITION OF VEHICLE

USE: GOOD, FAIR, POOR to rate condition of vehicle.

CONDITION AND DATE LAST REPAIRED

Engine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transmission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Differential \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Brakes P( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clutch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Radiator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Steering P( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Battery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Air Conditioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Heater \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Glass \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Upholstery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Radio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jack \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIRES: R Front \_\_\_\_\_\_ R Rear \_\_\_\_\_\_ L Front \_\_\_\_\_\_ L Rear \_\_\_\_\_\_ Spare \_\_\_\_\_\_\_

If vehicle cannot be delivered to Baton Rouge, give reason, vehicle's location, person to contact and telephone number.

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle's Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*ATTACH A COPY OF THE DA-121 TO YOUR REQUISITION FOR NEW VEHICLES. ONE CONDITION REPORT FOR EACH VEHICLE LISTED ON YOUR REQUISITION.

\*"TRADE-INS" CANNOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL FROM THE DIVISION OF ADMINISTRATION (DOA).

\*Transfer Detail, ORIGINAL DA-121, TITLE AND REGISTRATION MUST BE SUBMITTED TO PROPERTY CONTROL.

# SECTION III

**PROPERTY CONTROL LOCATION INDEX CODES**

**CPRA PROPERTY CONTROL INDEX**

**LOCATIONS PER OFFICE**

 **LOCATION CODE**

* Baton Rouge Office 1070
* Lafayette Regional Office 1090
* Thibodeaux Regional Office 1095
* New Orleans Regional Office 1098
* LaSalle Building 3000
* ISB Building 3003