Property Control

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Document Owner's Approval:	 Janelle Folse, Chief Financial Officer		
Executive Director's Approval:	 Kristin Bonner, MHA, BSN, RN, Executive Director		

Policy Statement:
South Central Louisiana Human Services Authority (SCLHSA), herein referenced as the Authority, shall abide by the rules and regulations for moveable and non-moveable property as mandated by the Division of Administration (DOA) Louisiana Property Assistance Agency (LPAA) for any agency property purchased before 2017 and coordination of agency owned property for tracking purpose through an agency-wide system after 2017.

The LPAA regulations are applicable to all agencies acquiring property with State and Federal funds. SCLHSA was tasked with the monitoring of agency property after 2017. This policy adheres to the guidelines mandated by the Division of Administration's Office of Risk Management regarding blanket fire and extended coverage on all LDH- and Authority-owned contents in State-owned buildings and Authority leased buildings.

Rationale:
To provide a uniform method of maintaining accurate updated inventories of all items in the custody and control of the Authority under the auspices of the Louisiana State Property Control Regulations contained in the Louisiana Administrative Code, Title 34, Part VII, any applicable federal funding source requirements and tracking requirements for property as set forth in agency protocol.

Procedure:
A. Responsibility
- SCLHSA shall continually monitor the property for all its programs and affiliate agencies who use its property in order to maintain accurate and timely accounting and value of said property.
- SCLHSA shall have the authority and duty to have possession and operating control, but not title to, all immovable and movable property owned by the State or any other service contracted by the LDH to the Authority. Also, the State shall continue to be responsible for the maintenance of those properties which are provided by the State to the Authority on the effective date of Act 373 of the 2008 Regular Legislative Session and Act 73 of the 2017 Regular Legislative Session.
- SCLHSA shall have the authority and duty to acquire movable property by lease, purchase, donation, or otherwise and to obtain title to same in its own name in accordance with Act 373 of the 2008 Regular Legislative Session and Act 73 of the 2017 Regular Legislative Session. The Authority may lawfully sell or dispose of said moveable property in accordance with Act

373 of the 2008 Regular Legislative Session and Act 73 of the 2017 Regular Legislative Session.

B. Process

1. SCLHSA Executive Director shall designate a Property Control Manager who is responsible for ensuring all property, whether it is State-, LDH- or Authority-owned, is properly accounted for and there is adherence to all regulations.
2. Each SCLHSA Director/Manager will appoint a Site Property Control Coordinator who will be responsible for accounting for and reporting all movable property activity at their location to the SCLHSA Property Control Manager.
3. All movable property acquired by SCLHSA with a cost of $1,000 or more must be tagged with a uniform identification tag and all pertinent information entered into Tracmor within 60 days after receipt of the item by the Property Control Manager.
4. Any movable property that is no longer useful or is broken will be properly disposed of via LaGOV Movable Property (M5) and Non-Tagged Surplus (M7) Notification. The Site Property Control Coordinator is responsible for notifying the Property Control Manager with details of the reason to dispose of the item, a description of the item's condition and a photograph of the item. It is the Property Control Manager's responsibility to submit to the Executive Director the requested disposition, i.e. scrap, transfer or pickup. If approval is received, the Property Control Manager will proceed with entering the M5 or M7 in LaGOV.
5. The Property Control Manager will generate the LaGOV Report, Protégé of Surplus, for the LPAA decision, then appropriate action is taken with the item.
    - When the requested item is of an Information Technology (IT) nature, i.e. computer, printer, fax, copier, etc, it is the responsibility of the IT Director to ensure the item is properly "scrubbed" of agency information. LPAA requires a sticker be placed on the IT item that includes the statement "SANITIZED" that is dated and initialed by the IT staff who performed the scrub.
6. Each Site Property Control Coordinator is responsible for notifying the Property Control Manager when movable property is re-located to another site via the Equipment Dispostion Form so that it can be noted in the system.
7. Staff assigned Authority property to be used in the scope of their work shall complete a Movable Property Employee Acceptance of Responsibility Form. The Form is secured and maintained by the Site Property Control Coordinator who is responsible for providing a copy to the Property Control Manager.
8. SCLHSA has elected not to inventory movable property with an acquisition cost under $1,000, however all Authority employees and/or affiliates having custody or control of such items shall be responsible for safeguarding and reporting of damage/loss of same items.
9. When property is loaned to a SCLHSA affiliate, the Property Control Manager will contact the assigned affiliate's Property Site Coordinator to coordinate the transfer of the custody of the equipment from SCLHSA to the affiliate. This is documented via the Equipment Loan Form.
10. The Property Control Manager has the responsibility to annually certify the Authority's property before the expiration of the previous year's certification. For State-owned property, a notification is made to LPAA of when the process will begin. The Site Property Control Coordinators along with the Property Control Manager will verify the location of all items on their property list by visually seeing it or receiving written verification of its possession by another, identifying property that has been moved to their area(s) of responsibility and identifying any item(s) that cannot be located on their property list.
11. The Property Control Manager will coordinate an agency-wide search for any item that is not properly accounted for. The Manager/Director of the Site Property Control Coordinator's locale will sign as witness to the search and accuracy of the property and the search results will be forwarded to the Property Control Manager.
12. Once verified, the Property Contol Manager will prepare a Property Certification for the Executive Director's review and approval.

- the Property Certification for State-owned items is submitted to LPAA and will include the LaGOV Report ZLO1199 Certification of Movable Assets. A copy of the certification will be submitted to Legislative Auditor's Office as an annual report of the results of the State-owned property.
- the Property Certification for Authority-owned items will include a report from Tracmor and a copy of the certification will be submitted to the Legislative Auditor's Office as an annual report of the results of the Agency-owned property.

13. If a property item is identified as unlocated and it is:
    - State-owned property, the Property Control Manager will complete in LaGOV a IW22, A Change Plant Maintenance Notification. After 3 subsequent years of the item being unlocated, it will be removed from the agency list.
    - Authority-owned property and it remains unlocated for 3 subsequent years, the Property Control Manager will complete a Request to Remove Unlocated Authority-owned Property Form and submit to the Executive Director with the Property Certification for approval to remove from Tracmor.

Compliance Requirement:

- Louisiana State Property Control Regulations contained in Louisiana Administrative Code, Title 34, Part VII
- Act 373 of the 2008 Regular Legislative Session and Act 73 of the 2017 Regular Legislative Session

Attachments:

- Equipment Disposition within Agency Request to Transfer / Surplus / Dispose
- Movable Property Employee Acceptance of Responsibility
- Equipment on Loan Form
- Property Certification Letter for State-owned assets
- Property Certification Letter for Authority-owned assets
- Request to Remove Unlocated Authority-Owned Property Form

Linkages:

There are no linkages for this policy.