
Property Control Procedure Manual

Department of Natural Resources

Prepared by

Office of Management and Finance
Property Control and Purchasing Division

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To: Department Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Division Directors and Property Control Liaisons

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The Department of Natural Resources Property Control Manual has been revised in accordance with R.S. 43. This manual has been prepared to provide an understanding of the provisions of the law in an abbreviated fashion in layman's terms.

The Property Control Office is available to assist you. Please do not hesitate to call should you have any questions.

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SECTION I
PROPERTY CONTROL REGULATIONS

A. 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 DNR is responsible for
 - (1) maintaining a current inventory of moveable property in his/her office
 - (2) safeguarding said property, and
 - (3) notifying the division director and property liaison when property belonging to the Department is relocated, lost, stolen, or damaged.
2. Each Division Director is accountable for inventory, as defined in this manual, within his/her organizational unit and must notify the Property Manager of any activity that affects state moveable property. Forms and instructions are included in this manual.
3. The Division Director may designate an individual or individuals (Property Control Liaison(s)) to handle the administrative paperwork to insure compliance; however, the accountability for compliance rests with the Division Director.
4. The Property Manager appointed by the agency head is responsible for planning, managing, and monitoring the compliance activities of the department to insure accountability for inventoried moveable property in DNR.

B. PROPERTY LOCATION

Section III of this manual contains a Property Location Index. This four-digit code identifies a division and/or section within the Department of Natural Resources.

C. 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 of more must be tagged and recorded in the Division of Administration Protege' System.

Tagging is to occur within forty-five (45 days) of receipt and is handled by the Property Control Office for the DNR Building. District offices must each have a designated individual responsible for tagging property and providing headquarters with appropriate information for the Protege' system. Tags and instructions are provided by the Property Manager.

The Property Manager must be notified of any equipment not bearing authorized tags.

Software is exempt from this requirement regardless of cost.

2. 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 of possible (in case of items of clothe, vinyl, or leather, or submersible items.)
3. Administrators may request that such items as calculators, chairs, cameras and other property having an acquisition cost of less than one thousand (\$1000) dollars be tagged and inventoried.
4. Property purchased with grant money will be noted on the property record.

D. INSTRUCTIONS FOR TAGGING - GENERAL

1. Tag placement of general office equipment should be indicated as shown below. Any item tagged prior to the distribution of this manual will be exempt.

0 - Under Cover	5 - Right Side
1 - Top	6 - Door Post
2 - Bottom	7 - Door Panel
3 - Back	8 - Leg
4 - Left Side	9 - Front

2. Selecting the best location for tagging each item is an important part of the job. Field personnel should place the tag in a position that is easy to see but not of an unattractive nature. Do not "hide the tag"; for example, do not place the tag:
 - a. on the bottom of a typewriter, desk, etc.
 - b. on the top of any tall item, such as panels, file cabinets, so that the tag can only be seen by using a ladder.
 - c. on the back of items which are arranged against the wall, such as bookcases, file cabinets, etc.
3. Please be sure that items are not tagged on a disposable part. Tags cannot be re-used.
4. If a tag should fall off, please contact the Property Manager as soon as possible. A replacement tag will be placed on the item.
5. Tags will be provided to district offices by the Property Control Office.

E. PROPERTY TRANSACTION GUIDELINES

1. Property Control Liaisons should update their list of tagged property on a continuous basis.

2. When it is determined that any item(s), regardless of acquisition cost, is to be removed from a section, the appropriate form must be completed. Equipment surplus, loan and transfer forms must be kept together for each certification year. This will help considerably during annual inventory.
3. Any property damaged, lost, or stolen must be reported to the Property Control Manager. Only property with acquisition cost exceeding \$1000 which has been stolen will require a police report. This report, along with other pertinent information (description of item, tag number, etc.) is to be sent to the Property Manager. The Property Control Office will prepare the necessary correspondence to the Department Secretary and simultaneously notify the DNR Risk Management Coordinator. If the Office of Risk management reimburses DNR for loss, property can be removed from inventory. (See PC-VI Form)
4. When any property (computer equipment, etc.) is to be exchanged by the factory/vendor, the Property Liaison shall bring the equipment to IT to handle the exchange and IT will give Property Manager a copy of the paper work to ensure that all property and purchasing guidelines are fulfilled.

F. FORMS AND INSTRUCTIONS - Regardless of acquisition cost

1. **LOAN FORM (PCI)** – used whenever property is loaned to another agency or organization (other than DNR), for a (section) temporarily.

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

If the equipment is to leave the agency or DNR Building, the approval of the Division Director is required.

After appropriate signatures are obtained, the form is submitted to the Property Control Manager for review and recording purposes.

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

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

2. **TRANSFER FORM** – To transfer property from one section/location code to another, use a Property Transfer form, PC-II. Or **TRANSFER FORM (UPON Termination of employment back to Property Liaison.**
3. When any property, i.e. computer equipment, is exchanged, the Property Liaison shall bring the equipment to IT to handle the exchange and IT will provide the Property Control Manager a copy of the paper work to ensure that all property and purchasing requirements are fulfilled.
4. **SURPLUS FORM** – Property which is surplus to the needs of the Department, obsolete, or inoperative, or is to be dismantled and used for parts must be identified on the Property Control Surplus Form, PC-III.
 - a. No property can be surplusd or dismantled without first obtaining approval from the Property Control Office. This is a requirement of the law.
 - b. The Surplus Form is the be sent to the Property Manager for processing and arrangements will be made for removal, dismantling, or scrapping.
 - c. If federal funds were used and the acquisition cost was \$1,000 or more, the Property Manager will require notification as to any federal approvals required/obtained and reimbursement requested. Form PC-V.
 - d. The Property Control Office determines the date of surplusding depending on quantity accumulated.
 - e. If a vehicle is to be surplusd, a Condition of Motor Equipment (Form 121) form must be completed and submitted with a surplus form to the Property Control Office. (Form 121) should accompany the requisition for a new vehicle.
 - f. If property is **lost or stolen**, the Liaison must file a Theft Report (THEFT.RPT 5/95), Loss of State Property Memo, call police to obtain police report, surplus form, and turn all in to the Property Control Office.
5. **ACT OF DONATION FORM** – To be used for gifts.
6. **HOME STORAGE** - To be used when state property is going to be stored at employees home, see Administrative Policy No 4

G. ANNUAL INVENTORY

1. Annually, at a time determined by the Departmental Property Manager, there will be a physical inventory of all agency moveable property. Every item as defined in R.S. 43 must be accounted for or an explanation given by copy of a Property Loan, Transfer, or surplus form, or a written explanation as to its location.

Note: It is strongly recommended that all documentation of various transactions (forms, etc.) Be kept together for each certification year.

2. Each section will receive (or can be copied from manual), from the Property Manager, Form PC-IV and instructions for verifying inventory.
 1. Extra copies of the forms may be duplicated. Computer printouts are acceptable if all required information and the certification statement and signatures are included.
 2. For the Property Location Index, refer to Section III.
3. After inventory is completed, a list of items “not located” will be sent to the Division Directors for explanation and follow-up. If records are kept current, most of the discrepancies can be traced and explained.

H. PROPERTY ISSUANCE POLICY

CONTINUED NEXT PAGE OR

SEE ADMINISTRATIVE POLICY #5 ON THE WEB

address:

http://www/intranet/Policies_&_Procedures/PolicyPropertyAssignment.pdf

SECTION II
EXHIBIT OF FORMS

DEPARTMENT OF NATURAL RESOURCES

EQUIPMENT ON LOAN

APPROVAL IS GIVEN THAT THE FOLLOWING EQUIPMENT BE LOANED:

TO:

Agency Name:

_____ Physical Location:

DURATION OF LOAN:

DESCRIPTION	STATE TAG NO.	SERIAL NO.

Signature, Property Liaison

Date

Signature, Authorized Employee Receiving Equipment

Date

Approved:

Signature, Division Director

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

Equipment Returned By:

Date:

Condition of Equipment upon return:

Accepted By:

Signature, Property Liaison

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.

**Louisiana Department of Natural Resources
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:
Approved by Assistant Secretary: (signature)	Date:
Approved by Undersecretary: (signature)	Date:
Verified by Section Property Control Liaison . (Signature)	Date:

Section III

To be completed by DNR 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 DNR'S PROPERTY CONTROL MANAGER**

DEPARTMENT OF NATURAL RESOURCES

TRANSFER FORM (to Another Section)

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE TRANSFERRED:

FROM: _____
Division Section/District
TO: _____
Division Section/District

Table with 3 columns: DESCRIPTION, STATE TAG NO., *LOCATION CODE. The table contains 11 empty rows for data entry.

Signature, Sending Section/Property Liaison Date

Signature, Receiving Section/Property Liaison Date

REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

PROPERTY CONTROL OFFICE Date

Note: THIS FORM MUST BE SIGNED BY BOTH THE SENDING AND THE RECEIVING SECTIONS PRIOR TO SUBMITTING TO THE PROPERTY CONTROL OFFICE FOR REVIEW AND RECORDING PURPOSES. A COPY OF THIS FORM SHOULD BE RETAINED BY BOTH PARTIES PRIOR TO SUBMISSION TO PROPERTY CONTROL.

*THIS SECTION MUST BE COMPLETED INDICATING LOCATION WHERE EQUIPMENT WILL BE RELOCATED. PROPERTY LOCATION INDEX IS LOCATED IN DNR INTERNAL PROCEDURES HANDBOOK.

DEPARTMENT OF NATURAL RESOURCES

SURPLUS FORM

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE SURPLUSED:

DESCRIPTION	TAG #	SERIAL #	CONDITION	Asset #

Signature, Property Liaison

Date

REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

PROPERTY CONTROL OFFICE

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.

DEPARTMENT OF NATURAL RESOURCES

PHYSICAL INVENTORY REPORT

Date: _____ Location Code: _____
 Employee: _____ Office/Division: _____
 Room No. _____ Phone No. _____

NOTE: If no state tag number, the serial number must be given

ITEM	TAG #	SERIAL #	DESCRIPTION

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT IN THE ABOVE-REFERENCED ROOM AND LOCATION CODE FOR WHICH I AM RESPONSIBLE.

Signature, Employee Conducting Inventory _____ Date _____

Signature, Property Liaison _____ Date _____

DATE:

TO:

FROM:
PROPERTY CONTROL OFFICER

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 you have requested disposal 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.

A. _____ This federal grant does not require federal permission to surplus equipment. Reimbursement to Federal Government (is, is not) required.

_____ Signature

_____ Title

_____ Date

B. _____ All federal guide lines 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

Date:

To: Division of Administration
Office of Property Assistance
Baton Rouge, Louisiana 70804

ATTN: _____

FROM: Secretary
Department of Natural Resources

SUBJECT: LOSS OF STATE PROPERTY

In accordance with R.S. 34:305D, I am notifying you of the loss of state property in the Department of Natural Resources as indicated in the attached correspondence.

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

C: Originating Unit

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

ACT OF DONATION

STATE OF LOUISIANA
PARISH OF _____

BEFORE ME, the undersigned authority, this ___ day of _____, 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

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.

NON-FORCED ENTRY THEFT REPORT

*****Please print or type requested information*****

AGENCY NUMBER: _____ **DATE:**

AGENCY NAME:

PROPERTY MANAGER: _____ **TELEPHONE**

#: _____

PROPERTY MANAGER'S SIGNATURE:

LPAA AUDITOR: _____

In accordance with the State Property Control Regulations, please consider this as official notification of the item(s) listed below as being reported stolen; however, the police report does not document evidence of forced entry.

The item(s) will be placed in our current year "Suspense" file as unable to locate.

TAG NO. DESCRIPTION LAW ENFORCEMENT FILE NO. DATE

FOR LPAA USE ONLY

LPAA APPROVAL:

_____, *Manager,* _____, *Compliance Officer*
Planning/Analysis Section *Planning/Analysis Section*

DATE:

Approval Date

SECTION III

PROPERTY CONTROL LOCATION INDEX CODES AND PROPERTY LIAISONS

DNR PROPERTY CONTROL LIAISONS

<u>Office of the Secretary</u>	<u>Location Code</u>	<u>Person</u>	<u>Phone #</u>
Executive	1300	Jennie Reed	342-2710
Atchafalaya Basin Program	1301	Annette Wiegleb	342-6437
Legal	1305	Norma Jarreau	342-2614
Public Information	1350	Phyllis Darensbourg	342-8955
Technology Assessment	1316	Diana Brown	342-8574
Energy	1050	Jan Janney	342-1270

Management & Finance

Undersec/Deputy Undersec.	1107	Martharene Guillory	342-4540
Contract & Grants	1108	Julia Raiford	342-4566
Fiscal	1100	Tonyetta Jackson	342-4514
Info. Processing	3000	Casey Pecue	342-8347
GIS	3001	" " " "	342-8347
Tech Services	3002	" " " "	342-8347
ISB (1800 N 3 rd St)	3003	" " " "	342-8347
La Tech	3004	" " " "	342-8347
Personnel	1210	Jade Nakleh	342-0559
Purchasing	1105	Sharon F. Grant	342-4816
Home Storage	1200	Sharon F. Grant	342-4816

Mineral Resources

Baton Rouge	4001	Vicki Brune	342-4543
Dallas	4002	" " " "	" "
Houston	4003	" " " "	" "
Lafayette	4004	" " " "	" "

Coastal Restoration & Management

Executive	1080	Phyllis Ortego	342-3583
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Management

Baton Rouge	1060	Steve Chustz	342-7944
New Orleans	1091	" "" "	" "
Houma	1092	" "" "	" "
Lafayette	1093	" "" "	" "
Lake Charles	1094	" " " "	" "

Restoration

Baton Rouge	1070	Susan Lambert	342-7310
Lafayette	1090	" " " "	" "
Thibodeaux	1095	" " " "	" "
New Orleans	1098	" " " "	" "

<u>Conservation</u>	<u>Location Code</u>	<u>Person</u>	<u>Phone #</u>
Executive	0800	Brenda Miranda	342-5500
Geological Division	0300	David Elfert	342-5523
Map & File Room	0305	" " "	" "
Engineering Division			
Engineers	0400	Margaret Morgan	342-6986
Well Status & Well Files	0440	Sue Swetledge	342-3763
Permits	0450	Penny Landry	342-5591
Production Audit	2000	Charlotte Musso	342-5579
Ground Water Resources	0740	Charlotte Hardison	342-8244
Pipeline Division	0750	Vaunice Tate	342-5516
Injection & Mining	0760	Sarah Tomlinson	342-5527
District Offices			
Lafayette	2400	Janet Lemaire	337-262-5777
Monroe	4000	Sheron Sims	318-362-3111
Shreveport	6000	Raye Boyd	318-676-7585

REV 07/17/07

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