

**South Central Louisiana Technical
College**



**Plan for Acquisition,
Maintenance, Replacement and
Disposal of Equipment**

**YOUNG MEMORIAL MAIN CAMPUS
RIVER PARISHES BRANCH CAMPUS
LAFOURCHE BRANCH CAMPUS
GALLIANO INSTRUCTIONAL SERVICE CENTER
MARINE EXTENSION CAMPUS**

**SOUTH CENTRAL LOUISIANA TECHNICAL COLLEGE
ACQUISITION, MAINTENANCE, REPLACEMENT, AND DISPOSAL OF
EQUIPMENT PLAN**

PROPERTY ACCOUNTABILITY

All property of South Central Louisiana Technical College is considered property of the State of Louisiana. Each campus in the college has a Property Control Manager under the supervision of a Chief Facilities Officer. The following outlines the procedures for the acquisition, maintenance, replacement, and disposal of equipment in accordance with the Louisiana State Property Control Regulations.

**SOUTH CENTRAL LOUISIANA TECHNICAL COLLEGE
PROPERTY MANAGEMENT PROCEDURES**

A. New Acquisitions

1. Employees submit request for purchases to the Campus Administrator.
2. The Campus Administrator determines availability of funds and decides whether to approve the requisition for purchase.
3. After the approval for purchase is given:
 - a. The Accounting Specialist I completes a purchase requisition for purchases over a \$1.00.
 - b. Bid procedures are followed for requests totaling \$5,000.00 or more.
 - c. Once the bid is awarded, a Purchase Order is prepared in Banner.
 - d. All requisitions and purchase orders are signed and approved by the Campus Administrator or in his/her absence, the Regional Director.

B. Tagging of Property

1. A copy of the purchase order or purchase requisition for equipment purchases over \$500.00 is sent to alert the property control manager that taggable property was ordered.
2. The Administrative Assistant/Administrative Coordinator 3 receives the equipment, and the shipping ticket/packing slip is initialed and dated with the date of arrival.
 - a. The shipping ticket/packing slip is compared with the original purchase order or requisition and verifies that all items were received.
3. The Accounting Specialist matches the packing slip/receiving ticket, purchase order or requisition and invoice.
 - a. After verifying that all items received and correctly billed, the Administrative Specialist codes the correct account, fund, department, and class for payment purposes.
4. The Accounting Specialist presents the payment documentation to the Campus Administrator for approval.
5. The Campus Administrator reviews the payment of documentation and approves for payment by signing the invoice.

6. The Campus Administrator returns the approved payment documents to the Accounting Specialist and the Accounting Specialist presents the approved documents to the Accountant for payment.
 - a. The Accounting Specialist makes a copy of the payment documentation for all equipment purchases over \$500.00 and presents these to the Property Manager to alert the Property Manager that taggable equipment has been purchased and received.
7. The Accountant enters the payment documents into Banner and pays the invoices.
8. The payment documentation is filed in the individual vendor files in the accountant's office.
9. The Property Manager tags all equipment exceeding \$500.00 with the appropriate tags.
 - a. Items costing from \$500.00-\$999 receive a pink tag. Documentation for these items is kept in a binder and is subject to random verification checks by the property manager.
 - b. Items \$1000 and above receive a state property tag and are entered into the Louisiana Property Assistance agency (hereafter to be referred to as LPAA) on-line system, AssetWorks. The property manager is required by the State of Louisiana to place an identification number on moveable property within 60 days of purchase.
 - c. Acquisitions that are purchased through special funding sources such as Incumbent Worker (red tag) and Carl Perkins (yellow tag) receive an additional tag or label indicating the funding source.
10. The payment documentation with the AssetWorks transaction document is filed in the agency's property file. In addition, items paid with Incumbent Worker funds also receive a copy of the AssetWorks transaction and payment documentation to be entered into the appropriate Incumbent Worker spreadsheet.

C. Procedures for Repairs and Requests for Maintenance of Property

1. In an effort to keep maintenance to a minimum, all repairs that can be accomplished by individual departments at our own campus sites are encouraged, and they should be positive training exercises for the students. Any outside repairs will require a purchase requisition for the repairs or service and is submitted to the Administrative Office.

2. Appropriate purchasing procedures are followed, and a signature of the proper authority is obtained. After the repairs are completed, the signed, priced, repair ticket is given to the Accountant in charge of purchasing.

D. Dispositions

1. When equipment has been determined no longer usable by the agency,
 - a. The Department Head or Instructor submits a Request to Dispose of Property Form to the Property Manager indicating the condition of the property, the requested disposal method, and pertinent identifying information.
2. The Property Manager enters the request for deletion into the LPAA's on-line system by creating a transfer. A copy of the transfer is inserted into the Disposal Pending Folder.
3. When the approved transfer is received, the appropriate action is taken to dispose of the property appropriately :
 - a. Transfer to LPAA by requesting a pick-up date
 - b. Transfer to another agency
 - c. Notifying the instructor or department head of the approval to dismantle for parts
 - d. Submitting the transfer to the Maintenance Repairer to scrap the piece of equipment.
4. When the transfer has been approved and completed, it is placed in the disposal completed file and removed.
5. The Property Manager also keeps an internal log of disposals in the Property Binder as they are entered into the LPAA on-line system for tracking through completion.

E. Procedures for Vehicle Mileage/Fuel and Maintenance Entries

1. Each employee must complete the monthly mileage/fuel usage form each time the truck(s) are used. It must include the following:
 - a. date
 - b. driver's name
 - c. ending mileage
 - d. destination
 - e. reason for travel

F. Annual Certification of Property

1. The Property Manager receives notification from LPAA that the annual certification of property is due to be completed by a certain date.
2. The Property Manager submits a Notification of Inventory to LPAA 30 days prior to beginning the annual inventory.
3. The Property Manager prints from AssetWorks the inventory lists by location with the certification page attached. The property manager distributes the inventory list with certification page attached to the appropriate Department Head or Instructor responsible for the various locations.
4. The Department Head, Instructor, or his/her designee checks each item on the inventory and verifies its location in the department.
5. The Department Head or Instructor completes the certification form and notes any items that have been moved to other locations in the agency or any items that are unlocated on the certification form and signs and dates the form. The Department Head or Instructor also indicates on the inventory printout any items located within his/her department that is not listed on the inventory printout.
6. The certification form is returned to the Property Manager by the due date, and the Property Manager then checks off all items on the inventory printout by Tag Number verifying that all items have been accounted for during the certification process. An attempt is made to help the Department Head or Instructor track down any unlocated items by completing physical searches of all locations and by comparing certification documents completed by the various instructors or department heads.
7. The Property Manager then submits the completed Certification to LPAA with copies to the legislative auditor.
8. The Property Manager then receives a certification of property approval letter from LPAA that is filed in the agency's property records.

G. Fiscal Year Closure

1. The Property Manager prints a Net Change Report from AssetWorks.
2. The Net Change Report is compared to the agency's property records for accuracy.
3. Any adjustments are made after verification with the Net Change Report.