



**ASSET MANAGEMENT  
POLICIES, PROCEDURES AND FORMS**

<b>AUTHORITY</b>				
<b>Federal</b>	<b>Rev. Statutes</b>	<b>Admin Code</b>	<b>HCS</b>	<b>HSC</b>

**CITATION:** State Property Control Regulations - Chapter 3 '321

**PROCEDURE NAME:** Surplus Movable Equipment

**PURPOSE:** To ensure surplus movable property is disposed of in accordance with LSUHCS and Louisiana Property Assistance Agency regulations

<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
State Employee	1. Prepares and forwards memo to department manager indicating surplus property. Includes tag number, serial number and cost center, if applicable, description of property, condition of property and location of property.
Department Manager	2. Approves by signing memo and forwards to CFO for approval. If not approved, contacts employee with reason.
CFO	3. Approves by signing memo and forwarding to Equipment Custodian. If not approved, contacts department manager with reason.
Equipment Custodian	4. Signs memo and forwards copy to Property Manager.
Property Manager	5. Posts notification of surplus property to all HCS hospitals and internal departments giving 10 working days for response if property is wanted.



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Property Manager	<p>6. If no responses are received, sends memo to CFO stating such.</p> <p>7. If response is received, informs HCSD Hospital or internal department wanting property that property can be picked up, location of property and person responsible for property. Informs recipient wanting property to complete Movable Property Transfer Request Form AF-14.</p>
CFO	<p>8. Receives memo from Property Manager stating that surplus property is no longer needed, broken, etc. and that this has been posted for all of HCSD Hospitals and internal departments with an opportunity to see if the property is needed. CFO signs memo approving surplus to Louisiana Property Assistance Agency.</p>
Property Manager	<p>9. Receives approved memo from CFO to surplus property.</p> <p>10. Prepares Transfers in Protégé FA7 and electronically forwards to Louisiana Property Assistance Agency for approval. If surplus vehicle, Form DA 121, Condition Report for Motor Vehicle (DA121) VF-5 has to be included with original registration and paperwork. Prints copy of Transfer in pending file with documentation awaiting approval and disposal action from Louisiana Property Assistance Agency.</p> <p>11. Receives approved Transfer. Completes disposal process according to approved disposition.</p>
Property Manager	<p>12. Attaches approved Transfer to documentation</p>



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**RESPONSIBLE  
PERSON**

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**ACTION STEPS**

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and returns to pending file. Updates daily Transfer Log Report AF-17 and verifies property records have been updated properly. Sends copy of Transfers to Equipment Custodians.