



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCSA	HSC

CITATION: State Property Control Regulations - Chapter 3 '307

PROCEDURE NAME: Tagging Movable Property

PURPOSE: To ensure that all state moveable property which has the acquisition cost of \$1000.00 or more has to be tagged within 60 days of receipt and transmitted to Louisiana Property Assistance Agency

RESPONSIBLE PERSON	ACTION STEPS
Central Receiving / Department	1. Receives delivery of asset(s) or receives documentation indicating asset(s) has been received (Receiving Reports).
Central Receiving / Department	2. Pulls Purchase Order / Invoice to ensure accuracy of delivery against order. Forwards Purchase Order / Invoice to Property Manager.
Property Manager	3. Locates property item and places sequential property tag number on asset(s), writes tag number on Purchase Order / Invoice along with serial number if applicable.
	4. Makes appointment with Equipment Custodian to tag equipment within five (5) working days after notification of receipt of asset(s). The Property Manager pulls Purchase Order / Invoice from pending folder, places a sequential property number tag on equipment, writes tag number and serial number on Purchase Order / Invoice. A copy of the Purchase Order / Invoice



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RESPONSIBLE PERSON	ACTION STEPS
	showing the tag number(s) and serial number(s) will be filed in that months activity.
Property Manager	<ol style="list-style-type: none">5. Makes a copy of all documentation related to equipment for Property records. Records all vital information pertaining to all asset(s) into the Louisiana Property Assistance Agency Protégé FA7 database.6. Makes copy of Purchase Order / Invoice in Property Record files. Original documentation may be kept and filed in the completed Property files.7. Records the actual cost of the asset(s) to agencies PeopleSoft Query with property tag number in order to obtain a <u>total</u> value of the asset(s).8. Printout from Louisiana Property Assistance Agency Protégé FA7, new acquisition report by acquisition date to check for accuracy of recordation and compare totals from PeopleSoft Queries to compare totals for correctness.9. If Protégé FA7 new acquisition report printout indicates an error was made when recording information, correct, add, delete and record correct information.