



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

		AUTHORITY		
Federal	Rev. Statutes	Admin Code	HCSD	HSC
CITATION:		State Property Control Regulations - Chapter 3 '313		
PROCEDURE NAME:		Annual Inventory of Movable Property		
PURPOSE:		To certify that all movable property is accounted for on an annual basis in accordance with State Property Control regulations		

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> Request to do an Annual Physical Inventory to LPAA (See AF-7, Notification of Inventory) on date last inventory was certified by Louisiana Property Assistance Agency. Must be submitted thirty (30) days prior to date inventory is to begin. Prints master printout from Protégé FA7 by Cost Centers. Prepares memo to Equipment Custodians indicating that annual physical inventory is to be done, instructions of how to do inventory and deadline when inventory is to be completed and returned to the Property Manager. Conducts physical inventory of Property Manager's office and common areas, which are: Kitchens, Lobbies, Stockroom & Copier Room. Receives Department's physical inventory with



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RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<p>a signed Department Certification Form AF-10. Checks that all property is accounted for. Items that are not accounted for are researched in conjunction with Equipment Custodians until resolved or determination is made that it is unlocated.</p> <ol style="list-style-type: none">5. Prepares list of unlocated property and sends to all Departmental Directors/Managers indicating that these items are to be searched within their Departments with deadline when this is to be completed.6. Meets with Chief Financial Officer to discuss missing unlocated property.7. Makes any changes to property records utilizing Louisiana Property Assistance Agency Protégé FA7 database.8. Prepares a Transfer to remove property unlocated for three (3) consecutive years.9. Completes Certification of Annual Property Inventory Form AF-12.10. Prepares and updates current year discrepancy list, previous first and second years discrepancy reports.11. Makes copy of last page of master printout from Protégé FA7 listing.12. Forwards Certification of Annual Property Inventory Form AF-12, A Transfer request removing third consecutive years unlocated property, current year and past two years



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**RESPONSIBLE
PERSON**

ACTION STEPS

Property Manager

- unlocated property discrepancy lists and copy of last page of master listing printout from Protégé FA7 to Louisiana Property Assistance Agency for certification. Keeps copy of entire package in pending file to await approval of certification.
13. Receives approved certification and attaches to the copy of Certification Of Annual Property in pending file. Louisiana Property Assistance Agency will indicate on approved certification when next inventory is to be certified. Places in closed Property files.
 14. Receives on-line approved Transfer for property unlocated for third consecutive year, attaches to certification documentation in pending files. Returns approved Transfer to pending file with copy of all items removed from inventory, verifies that Protégé FA7 records have been updated properly. Files Transfer in closed property files.