



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS	HSC
			HCS	
CITATION:		State Property Control Regulations - Chapter 3 '311.A		
PROCEDURE NAME:		Location Codes for Movable Property		
PURPOSE:		To ensure all movable property is recorded in correct locations		

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> When recording new acquisition information for movable equipment, must indicate proper location code. This list of codes must be on file with Louisiana Property Assistance Agency and any new additions or deletions must be forwarded to Louisiana Property Assistance Agency. Location codes include both alpha and numeric description and are used in Protégé FA7 location field.