

Autonomy Obsolete Equipment

What is “La Grad?”

Act 418 of the 2011 Regular Session of the Legislature, the Louisiana Granting Resources and Autonomy for Diplomas Act, provides for certain additional operational autonomies to be granted to public postsecondary education institutions.

Description of Autonomy

Institutions receive the authority to dispose of obsolete equipment without seeking approval of DOA. The obsolete property may be removed from the property records and the institution would no longer be responsible for the property. This authority is only for items with an original acquisition cost of less than \$5,000, excluding vehicles and items deemed by federal law to be dangerous (e.g., firearms, bullet proof vests, etc.).

Obsolete equipment is defined as:

- ✓ Items that are no longer needed by the agency and have no resale value;
- ✓ Items being traded in on new equipment where the vendor is offering a "trade in" value;
- ✓ Items are being dismantled for parts;
- ✓ Stolen items that indicate forced entry;
- ✓ Deceased animals.

Criteria for Determining Capacity

- ✓ The institution must have received approval on their most recent annual property certification.
- ✓ The institution's property manager must attend an "Obsolete Equipment" training session at LPAA.

Autonomy – Obsolete Equipment

The purpose of this training is to provide advice and insight to those responsible for approving property disposal transfers. Your decisions must allow your agency to comply with the law. While you should also strive to serve the best interest of the state, realize that accomplishing both goals simultaneously is not always possible.

Governing Principle

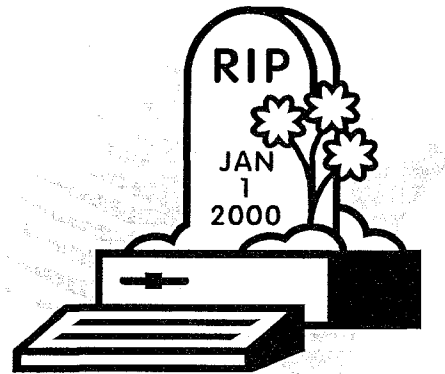
The Constitution prohibits:

- ✓ Donating anything including:
 - ✓ Used oil, pieces of metal or electrical wire, cutoff ends of lumber
 - ✓ Rusty/dented file cabinets
 - ✓ Obsolete office supplies
 - ✓ Desks with three legs
- ✓ Taking possession of state-owned property even if it was obtained by “dumpster diving.”

7 Types of Disposal Requests

- ✓ Deceased
- ✓ Dismantle for Parts
- ✓ Inventory Adjustment
- ✓ Lost 3rd Year Discrepancy
- ✓ Scrap
- ✓ Stolen
- ✓ Trade in

Deceased



Deceased

Purpose – to remove deceased animals, not “dead” computers, from your inventory

Documentation:

- ✓ Carcass found by staff
 - ✓ Pictures if identifiable features still exist
 - ✓ If tagged, eyewitness statement signed by two employees, one of which must be knowledgeable enough to positively identify the animal.
- ✓ If euthanized – statement signed by the Veterinarian and the property manager.

Dismantle for Parts

Purpose – to remove items from inventory whose components are used to repair other, similar devices.

Considerations & Documentation:

- ✓ Age, type, and # of similar assets dictate types of documents needed
- ✓ Does other equipment exist in your inventory which the dismantled parts will fit? (Yamaha parts to repair a Mercury or Polaris)

Inventory Adjustment

Purpose – to remove items from inventory which were mistakenly added, replaced under warranty or a similar issue, as well as livestock sold at a stockyard. It is not a mechanism for getting rid of an item not found during inventory or lost due to negligence.

Documentation:

- ✓ Documentation from vendor proving replacement
- ✓ Purchase orders and a listing of the asset numbers for the items acquired by that PO.

Inventory Adjustment

Documentation:

- ✓ Statement saying:
 - ✓ Weather related event resulted in loss.
(Hurricane broke buoy chain and no GPS signal)
 - ✓ Research equipment affixed to wild animals lost after battery fails.
 - ✓ If lost, proof ORM or the responsible employee reimbursed the agency **AND** the agency replaced the asset with a **like** item.
 - ✓ Replacement's asset number

Lost 3rd Year Discrepancy

Purpose – to remove lost, unlocated items from your inventory that have not been found in three years and were reported as lost on the previous three annual property certification documents submitted to LPAA

Documentation:

- ✓ Copy of the transfer attached to annual certification documents

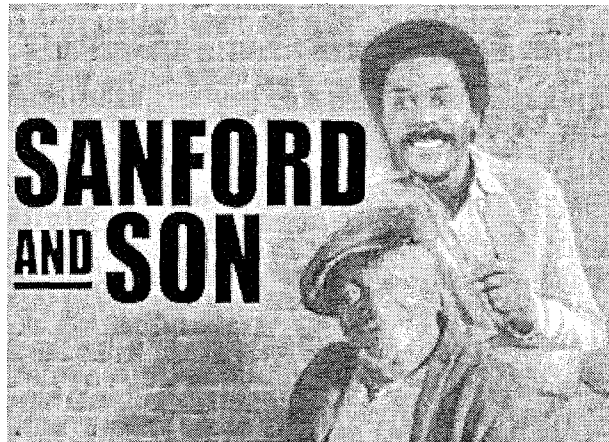
Inventory Adjustment

Documentation (cont'd):

- ✓ Copy of Stockyard Documents
 - ✓ Individual characteristics of **EACH** animal sold (Weight and age when applicable, sex, sales price, copy of the check)
 - ✓ Cross reference an asset number for each animal sold

Scrap

One man's junk is another man's treasure



Scrap

Purpose – to remove items from your inventory that are so damaged or old they have no useful life left. “Fully depreciated” assets can still have a useful life as do some that are “too costly to repair.”

Documentation:

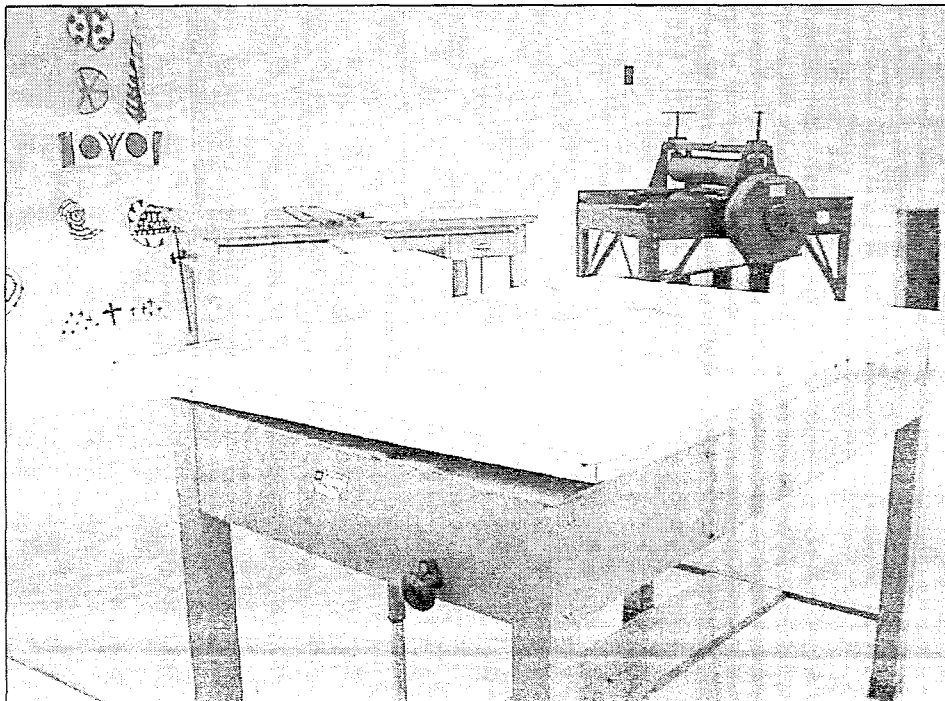
- ✓ Depends upon the type asset being scrapped
 - ✓ Sometimes as simple as saying the leg is broken in the remarks section.
 - ✓ Pictures

Transfer Detail

Transfer: 161997
 Created: 08/03/2011
 Remarks: mlemoine@lsua.edu; 218-473-6537-out dated drafting tables
 Method: Scrap
 From: 53602 - LSU - ALEXANDRIA
 To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
53602-NT2774628	TABLE, DRAFTING		18	18	08/09/2011	Void	N	TOM LOHMAN	08/05/2011
53602-NT2774630	RECORD PLAYER		1	1	08/10/2011	Void	N	TOM LOHMAN	08/10/2011
53602-NT2774632	CUTTER, PAPER		2	2	08/10/2011	Received	Y	TOM LOHMAN	08/10/2011
53602-NT2774634	CHALKBOARD		2	2	08/10/2011	Received	Y	TOM LOHMAN	08/10/2011
53602-NT2774636	TELEVISION EQUIPMENT		1	1	08/10/2011	Void	N	TOM LOHMAN	08/10/2011
53602-NT2774638	ELECTROPLATER		1	1	08/10/2011	Void	N	TOM LOHMAN	08/10/2011

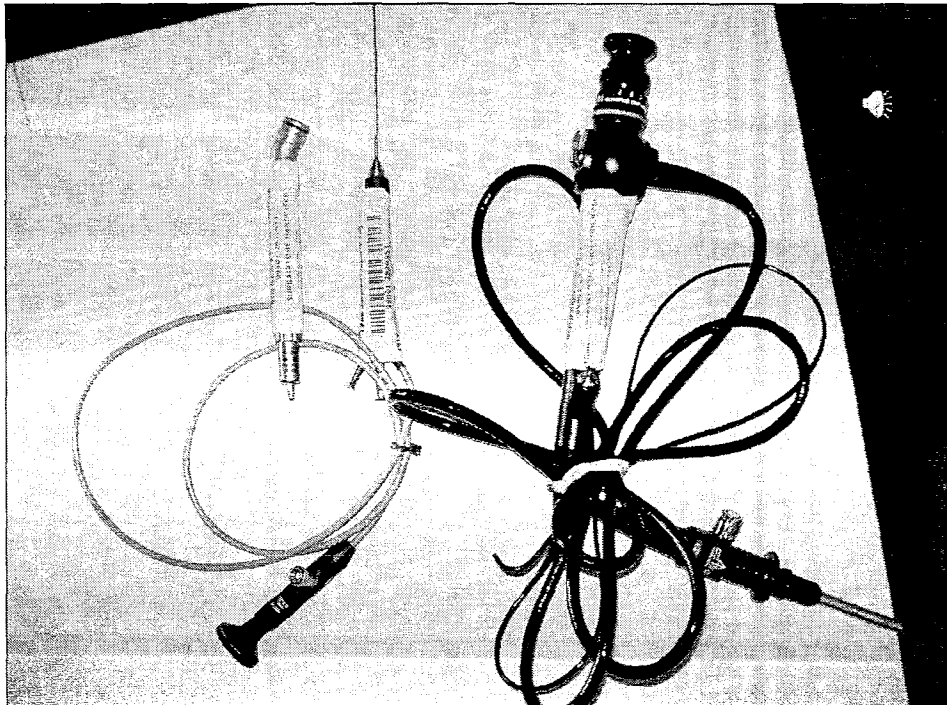
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Transfer Detail

Transfer: 102272
 Created: 08/16/2011
 Remarks: Per Operating Room Staff/Manuf these scopes are broken and can't be repaired
 Method: Scrap
 From: 39004 - LSUHCS-EARL K. LONG MEDICAL CENTER
 To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
39004-017253	SURGAIRTOME HANDPIECE		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
39004-019875	TRANSLAPAROSCOPIE	2810576	1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
39004-020444	ERLANGEN MINI SIALENDOSCOPY 0D	1133901	1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011



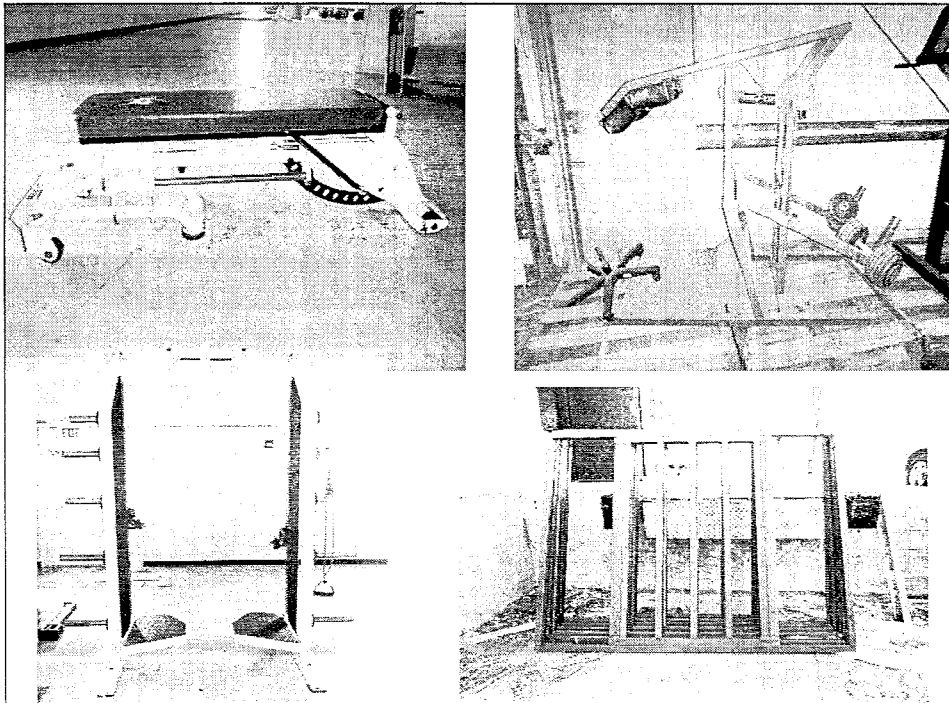
Transfer Detail

Transfer: 162446
 Created: 08/18/2011
 Remarks: Old weight equipment that is broken, rusted, and no longer being used.
 Method: Scrap
 From: 55600 - MCNEESE UNIVERSITY
 To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
55600-048751	WEIGHT LIFTING MACHINE		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059717	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059718	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059719	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059720	8X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059721	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059722	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059723	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059724	6X8 PLATFORM WITH LOGO		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059726	P ADVANCED HALF BENCH	3782	1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
55600-059736	ADVANCED POWER BENCH		1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011

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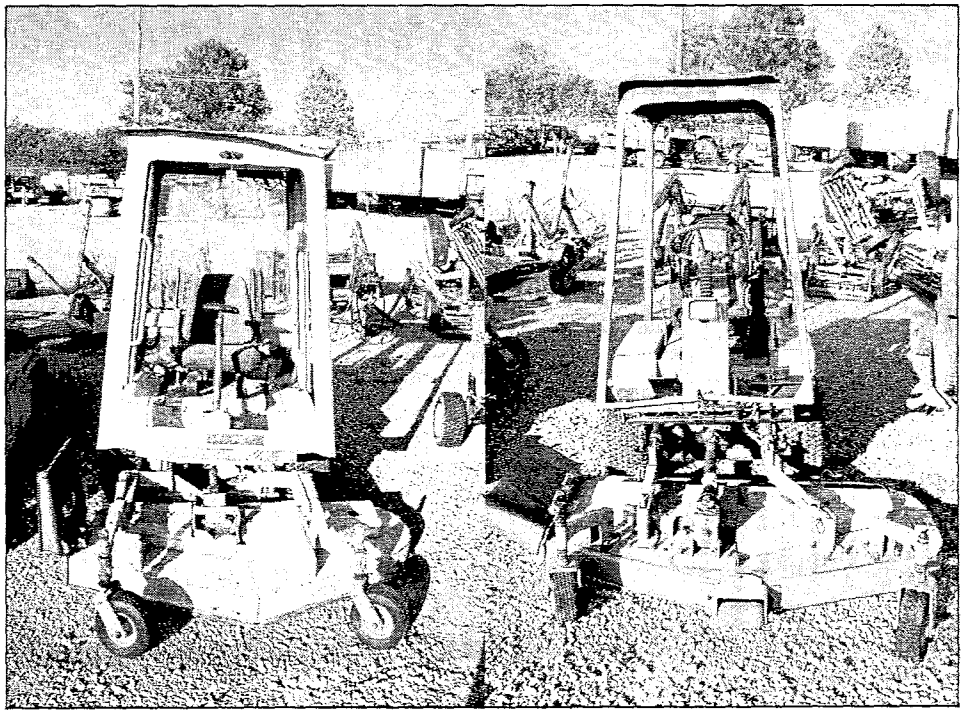


Transfer Detail

Transfer: 162651
 Created: 08/17/2011
 Remarks: Items no longer in working condition
 Method: Scrap
 From: 30018 - HEALTH & HOSPITALS-CENTRAL LA. STATE HOSPITAL
 To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
30018-017917	MOWER RIDING	CP21441086	1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011
30018-018533	MOWER RIDING	8015468	1	1	08/18/2011	Void	N	STEVE BICE	08/18/2011

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Stolen



Stolen

Purpose – to remove stolen items from your inventory.

Considerations and Documentation:

- ✓ **Police report** from an official law enforcement agency **listing or indicating forced entry.**
- ✓ The report must list the stolen items the disposal request seeks to remove from inventory.
- ✓ **Other**
 - ✓ Cut chain
 - ✓ Vandalized lock

Trade-in

Purpose – to remove items from inventory used as trade-ins which reduced the acquisition cost of similar, replacement items.

Considerations & Documentation:

- ✓ Trade in items must be used to acquire similar items.
 - ✓ Computers cannot be used as trades for weapons
- ✓ Documentation on vendor's letterhead.
- ✓ Cannot be shown as a single price indicating the trade difference. It must list:
 - ✓ Each item being purchased and its selling price.
 - ✓ Each asset being traded and the trade value for it

Questions?

Additional Training

Who: Anyone you want to grant approval authority

When: January 12, 2012 at 9AM

Where: LPAA's Training Room

How to Register: Send an email to DeeDee.Abadie@la.gov which provides her with a list of the names for anyone needing this training.

Time for a Tour