

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #31

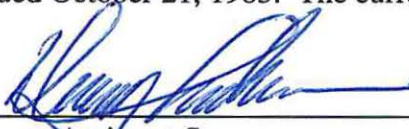
SUBJECT: MOVABLE PROPERTY INVENTORY

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: OCTOBER 21, 1983; REVISED JUNE 5, 1985; REVISED SEPTEMBER 22, 1995

REVISION DATE: **June 2, 2015**

This memorandum supersedes and replaces all previous information in PPM #31 originally issued October 21, 1983. The current PPM is to be replaced in its entirety by this revised issue.

  
\_\_\_\_\_  
Assistant Secretary

This is revision No. 3 to this PPM with an original effective date of October 21, 1983.

**IMPORTANT**

Insert this revision notice in the PPM file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 31

SUBJECT:               MOVABLE PROPERTY INVENTORY

TO:                     ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: MAY 7, 2015

POLICY

An effective property management program is comprised of all tangible non-consumable moveable property (asset) owned by the Office of State Parks (OSP) with the exception of property specifically exempted by the Division of Administration. Tangible non-consumable moveable property with a unit value at \$1000.00 and above or those assets designated by Louisiana Property Assistance Agency (LPAA) regardless of cost (e.g., body armor, all firearms, electronic equipment (with memory), trailers, etc.), will be managed under R.S. 321-332 Title 34, Government Contract Procurement and Property Control. Expenditures under \$1000.00 for tangible non-consumable moveable property will be managed using an internal OSP system.

With the approval of LPAA, OSP will designate an employee within the agency as Property Manager. The OSP Property Manager is responsible for coordinating property management within the agency. The Property Manager will maintain a master file of all documentation, records, and data management on all agency property. The Property Manager will also maintain the records for tangible non-consumable moveable property valued at \$1,000.00 or more and those so designated regardless of cost, using LPAA's data management system.

It is the responsibility of site/district management or Section Head to maintain a current list of tangible, non-consumable movable assets with a cost between \$250.00 and \$999.99, and not assigned a LPAA property number.

**All records and documentation on all existing and disposed assets must be maintained for the current year as well as the previous three years, which are subject to audit at any time. No Tangible non-consumable moveable assets regardless of cost can be disposed of without LPAA's approval.**

OSP will assign and entrust assets to individuals within the agency who will be responsible for their respective assignments. Failure to maintain the assigned assets can result in required payment of damages whenever a wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of said assets. Such damages shall be recoverable in a civil suit and prosecuted on behalf of the state by the attorney general.

Section Heads in the Administrative Office are responsible for the assets within their section. Site and Regional/District Managers are responsible for the assets assigned to their respective areas. A physical inventory audit will be coordinated by the property manager or designee whenever there is a change in the section head or site manager.

All assets are for "Official Use" only.

## PROCEDURE

### I. ASSET INVENTORY CONTROL

Sub-agencies (e.g., Chicot State Park, Plaquemine Lock SHS, etc.) not located in the Administrative Office are required to maintain purchase documents on all tangible, non-consumable moveable property (asset) at their respective location to include Asset Addition to Tagged Property Inventory Intraagency Correspondence, Asset Detail Sheet, purchase document, photograph and all communications (Exhibit A) concerning the asset. Master files of all assets are to be maintained in numerical order. The identification number assigned to the asset must be attached to the asset. All replacement tags can be requested through the Property Manager.

All documentation will be maintained in a Moveable Property Inventory binder located in the Administrative Office that is subject to audit at any time.

### II. CERTIFICATION OF TANGIBLE NON-CONSUMABLE PROPERTY

Each fiscal year, OSP must conduct a complete physical inventory of all tangible non-consumable moveable property valued at \$1000.00 or more and designated assets regardless of cost, owned by OSP following LPAA regulations. Each person involved in the inventory is responsible for recording true and actual results of the physical inventory.

To conduct the physical asset re-certification, the Property Manager will forward a current copy of the LPAA Asset Certification Report (Exhibit B) and a current list of Unlocated Assets (Exhibit C) to each section head, district manager and site manager.

- The physical inventory will be conducted using the LPAA Certification Report.
- Any assets not located will be so noted on the unlocated assets list.
- Assets listed on the unlocated list that are subsequently located are to be so noted on the unlocated asset list.
- Any asset located that is not tagged, but requires tagging as per LPAA guidelines, will be noted on the form "Assets at the Site but not on the Printout". (Exhibit D)
- Once the inventory is completed, all forms will be signed and forwarded through the Chain of Command to the Property Manager, by the date so designated by the Property Manager.

The Property Manager will compile the inventory data and forward the data to LPAA by the required date.

### III. ADDING NEW ASSETS, DELETING OLD ASSETS, TRANSFER OF ASSETS, LOANING ASSETS, REPAIRING ASSETS, ASSIGNING ASSETS AND STOLEN ASSETS

A new asset can be an acquisition purchase, supplies, interpretive purchase, capital outlay/729 Project addition, transfer from another agency, a gift, a donation, or manufactured by OSP.

- Donations, which are given to OSP with a value at \$1,000.00 or above or those assets designated by LPAA, must be included. (If historical collections, refer to PPM #28 Historical Collections Management). If a value is not known, a fair market value must be agreed upon between the donor and OSP. The agreement must be in writing.

State law requires that all tangible non-consumable moveable property valued at \$1000.00 or above and designated assets regardless of cost must be tagged with a property number within 60 days of property receipt. If an item cannot be tagged for physical reasons, the identification tag number should be set aside and the identification tag number written on the item with indelible ink or inscribed on the item with a small engraving tool. To assure that property (asset) is tagged within this specified time, all managers and construction project managers **MUST** adhere to the following procedures:

- When the original purchasing document(s) is received on site and copy received at district office –
  - Complete the Tagged Assets Tracking Report (Exhibit E) using the following information:
    - Purchase document number
    - Date purchase document or contract is issued
    - Delivery Terms in days
    - Site
    - Vendor information
    - Equipment Description
- ARO column will automatically populate using purchasing document(s) date and delivery terms.
- Site manager or designee, or construction project manager will contact vendor and ascertain if asset will be delivered within delivery terms on purchasing document(s).
- On a weekly basis, the spreadsheet will be reviewed by the district Administrative Program Specialist, site manager or designee, or construction project manager to verify information and status.
  - Verify ARO
  - Monitor the date received
  - General follow-up, monitoring and status updating
- When asset is received, site or construction project manager will complete “ITEM Received Date” section of spreadsheet and advise district office of same. **(The 60 days tagging window begins upon physical receipt of asset.)**
- When original receipt is received –
  - Site or construction project manager will process by completing the “Receipt Stamped” section on the DPA.
    - “Date” is the date when all of the asset is physically received.
  - Site or construction project manager will complete the “DATE Processed” section of spreadsheet and advise the district Administrative Program Specialist of same.
  - Site or construction project manager and district Administrative Program Specialist will verify the delivery date is within the ARO.
  - Site will forward original purchasing document(s) to district office for further processing by Business Section and Property Manager
  - Construction project manager will forward purchasing document(s) to Property Manager for further processing by the Business Section and Property Manager.

Upon receipt of the purchasing document(s), the Property Manager will process the asset receipt into the LPAA’s data management system following LPAA guidelines. If further information is needed, the Property Manager will be contacted.

If any special notes about the asset need to be recorded, this will be done in the note section.

Each piece of tagged asset will be assigned an asset location code. The asset location codes are:

Administrative Office:	Room Numbers 1000 Vehicles
Field Sites:	1000 Vehicles 2000 Equipment (Maintenance) 2001 Mobile Equipment with Meters 2002 Trailers  3000 Assets in Buildings 3001 Computers and Accessories 3002 Copiers 3003 WIFI 3009 Ice Machines  4000 Grounds 4001 Radios 4002 Portable Buildings  5000 Weapons, Duty 5001 Weapons, Reproductions 5005 Vest – Bullet Proof 5009 L/E Misc. (AED & Radar)  6000 Water Vessels and Motors

The Property Manager will forward the white bar-coded property control number tag, Asset Addition to Tagged Property Inventory correspondence, and Asset Detail sheet (Exhibit F) to the site manager or section head responsible for the property.

Once the data has been verified, the acceptance and/or correction(s) will be noted on the Asset Addition to Tagged Property Inventory correspondence and a copy of the paperwork will be forwarded to the Property Manager.

The site manager or section head will **IMMEDIATELY** tag the asset and file the Asset Addition to Tagged Property Inventory correspondence, Asset Detail Sheet, copy of purchasing document(s) and photograph of asset in the Moveable Property Inventory binder. This binder will be available at all times for auditing purposes.

#### **New Assets (in the LPAA system)**

When a new asset is delivered to the Administrative Office before being delivered to the assigned site or section head (e.g., vehicles, computers being programmed, radios being programmed, etc.) the Property Manager will:

- Assign property number
- Tag asset
- Notify site of property receipt
- Submit a Temporary Loan for Tagged Property form (Exhibit G)
- Release asset to site
- Verify the data submitted

#### **New Assets (Not in the LPAA System)**

It is the responsibility of site/district management or Section Head to maintain a current list of tangible, non-consumable moveable assets with a cost between \$250.00 and \$999.99 that are not required to be tagged by LPAA. These assets, referred to as non-

tagged assets by LPAA, are to be recorded and maintained in either a spreadsheet or database format outside of the LPAA inventory management database.

The information maintained for each asset will be as follows:

- Property Number
- Description Name
- Serial Number
- Purchase Order or Supplemental Receiving Report Number
- Date Purchased
- Cost or Donated Value
- Location
- Disposal Method

All purchase documentation will be retained using the same method as tagged assets. Property tags will be obtained from the property manager.

A Property Transaction form must be completed for property disposal and forwarded to the Property Manager. The Property Manager will then request disposal approval from LPAA. Once disposal is approved by LPAA, an approved Transfer Detail from (Exhibit O) will be forwarded for disposal. The Transfer Detail number will be noted on the property list and documentation will be maintained accordingly.

If an asset is transferred to another site or section, a Property Transaction form will be used to document the transfer and all documentation will follow the asset. The receiving party will add the asset to their list. The party giving the asset will so note in the disposal section of their list and maintain documentation for their records.

#### **Titles and Registrations for assets other than Vehicles**

Assets other than vehicles that must be titled or registered are as follows:

- ATVs
- Side by Sides (UTV) utility vehicles
- Trailers (regardless of cost)
- Boats (regardless of cost)

Once the asset is received the site manager working with the district office and OSP Business Section will begin the process to obtain the proper documentation to file for the title or registration. Once the documentation has been filed and the original title or registration received, the original will be retained in their Moveable Property Inventory binder with the asset documentation. Copies of the title or registration will be forwarded to the Property Manager to be maintained with the asset documentation.

#### **Replacement Tags**

The Property Manager is the caretaker of all non-assigned property tags for assets of \$1000 and over. Replacement tags can be requested in writing/e-mail to the Property Manager with the exact asset number needed. The site manager or section head is the caretaker of all property tags for assets under \$1000.

All assets between at least \$250.00 and \$999.99 will be identified with a yellow property control number sticker (Exhibit H).

#### **Disposing /Transfer/Loan of Assets**

Once it is determined that an asset is no longer needed at its assigned location, appropriate disposable procedures must be followed within 30 days. The site manager or section head responsible for the asset should contact their District Manager or the Property Manager for assistance. If the asset is still in good condition and can be used somewhere else in OSP, then it will be offered to other sites or to Administrative Office sections. If the asset is to be transferred to another site within OSP, the site manager or section head responsible for the asset must request a property transfer using a Property

Transaction form (Exhibit I). If the asset cannot be used within OSP the site manager or section head responsible for the asset must request to dispose of the property (asset), using a Property Transaction form. Assets may be disposed of by surplus, trade-in, dismantle for parts, or scrap. No asset can be transferred or disposed of without the approval of the LPAA.

- Definitions –
  - Surplus property: Any moveable state property (asset) deemed to be of no further use to the OSP.
  - Trade-in: Asset that can be used as a trade credit toward the purchase of new asset.
  - Dismantle for Parts: When certain parts of an asset can be used to repair or upgrade a like item. Justification is required and pictures are to be included. The parts must be dismantled from the asset immediately upon approval and stored. The remaining parts of the asset must be disposed of immediately.
  - Scrap: When asset is damaged beyond repair, or is not economically feasible to surplus. Justification and pictures are required. Asset must be properly disposed of immediately upon approval.
  - Electronic equipment (media): Any media owned, managed, or utilized by an agency or its agents with the capability to store, transmit, or receive data (Exhibit N). Disposal of such assets must be coordinated with the Property Manager.
- The disposal request must be appropriate for the condition of the asset. Disposal of property can only be accomplished in the following methods:
  - Transfer of an asset to LPAA.
  - Scrap an asset.
  - Dismantle an asset for parts
  - Transfer of an asset to another site or Administrative Office
- Approval of disposal of a tagged asset is documented on a Transfer Detail form (Exhibit O). The form must be maintained in the sites property records.
- The request is forwarded through the chain of command to the Property Manager. Once the request has been processed, the Property Manager will notify the site manager or section head. Transferred asset(s), once approved for transfer, must be physically transferred to the new site and re-tagged within 30 days of approval.
- When a site is requesting disposal or transfer of an asset which has a title or registration, other than a vehicle, the original title or registration must be forwarded with the asset.
- Any asset disposal methods that involve “scrap” or “dismantle for parts,” must adhere to LPAA guidelines. Once the disposal is complete, the site manager or section head will notify the Property Manager of the disposal in writing.
- All paperwork associated with the transfer or disposal of assets will be placed in the Moveable Property Inventory binder.
- Assets may be loaned between sites and the administrative office or may be temporarily checked out. A loan is to assist in a time of need and cannot exceed sixty (60) days without the Property Manager’s approval. On any transfer/loan of assets between \$250.00 and \$999.99 the Property Manager does not need to be involved, however all the related documents need to be completed. Copies of completed Temporary Loan for Tagged Property form (Exhibit G) or Asset

Temporary Checkout Log form (Exhibit J) must be kept at each location.

- Temporary check-out is when an asset is needed for no more than five (5) days and will be removed from the assigned site or section (e.g., a person needs a laptop or projector when making a presentation).
- An Asset Temporary Checkout Log form must be completed and each party involved must have a copy of the signed form. For auditing purposes, these forms will be maintained in the Moveable Property Inventory binder and available at all times.
- If an asset is temporarily needed between six (6) days and sixty (60) days, a Temporary Loan for Tagged Property form is completed and each party involved must have a copy of the signed form. These forms will be maintained in the Moveable Property Inventory binder and available at all times for auditing purposes.
- If the loan exceeds sixty (60) days, a Property Transaction form must be completed transferring the asset to its new location.

#### Assigning Assets

Certain assets (e.g., duty weapon, body armor, camera, handheld radio, reproduction firearm, and laptop computer) are assigned to specific personnel for their business use, which they must maintain and keep with them while off-duty. These assets are for "Official Use" only.

- It is the responsibility of the site manager or immediate supervisor to inform the Property Manager when an asset is assigned to an individual. When changes to the assignment occur, the site manager or section head must again notify the Property Manager.
- Personnel who are assigned assets are personally responsible for them. The time period will vary depending on the asset. The documentation of property assignments must be maintained using the Assigned Property form (Exhibit K).
- These forms will be maintained in the Moveable Property Inventory binder and available at all times for auditing purposes.

#### Repairing Assets

When an asset is to be repaired or upgraded by an outside company or agency, a Release of Property for Repairs form (Exhibit L) must be used to maintain the proper documentation. For auditing purposes, these forms will be maintained in the Moveable Property Inventory binder and available at all times.

Electronic equipment being repaired or serviced by the DCRT's Information Services must be documented on a Release of Tagged Property to Information Services form (Exhibit M). For auditing purposes, these forms will be maintained in the Moveable Property Inventory binder and available at all times.

#### Lost or Stolen Assets

When an asset has been identified as stolen, the Property Manager must be notified **immediately**. An Initial Incident Report along with Police Report must be filed and a copy forwarded to the Property Manager, who then must forward a copy to LPAA (Refer to PPM #8). The Property Manager will list the asset as unlocated. The item must remain in the LPAA inventory management database for three (3) years. If after three (3) years the missing item is still not located, a request to remove the item from inventory may be submitted to LPAA. For auditing purposes, a copy of the Initial Report with all



attachments will be maintained in the Moveable Property Inventory binder and available at all times.

Each site must maintain files with copies of purchasing document(s), Supplemental Receiving Reports (SRR) and/or LaCarte logs used to purchase asset between at least \$250.00 and \$999.99 in order to verify purchases when an asset has been stolen and/or lost and needs to be replaced. For auditing purposes these files will be available at all times.

All forms associated with this PPM can be found at P:\Operations\Forms\Property

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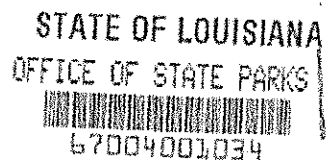
Assistant Secretary

EXHIBIT A

OFFICE OF STATE PARKS  
DEPARTMENT OF CULTURE, RECREATION & TOURISM

INTRAAGENCY CORRESPONDENCE

TO: District Two  
FROM: Gary Ramsey, Assistant Chief of Operations  
RE: Asset Addition to Tagged Property Inventory  
DATE: July 16, 2012



Enclosed is the documentation for the following asset, which has been added to your site's tagged property inventory list:

Item Description: Glock 17, GEN4

Asset Number: 670-04-001034

Serial Number: TKE605

Purchase Order Number: 3810445

The assigned property tag is attached. Please keep the property tag attached to this documentation and filed in your property records. The asset will be cross-referenced by the serial number for audit purposes. After reviewing the documentation and asset, if there are problems please note on this letter when faxing the signed copy to Operations. Once received the serial number will not changed.

I have review the information on the on this page and the property asset detail sheet(s) with the physical asset itself to verify the information. Unless noted all information is correct.

Signature:

A handwritten signature in black ink, appearing to be "B. R." with a stylized flourish.

Date:

8/2/13

Return signed copy and correction to the Property Manger. Number of pages:

1

EXHIBIT A

GRAMSEY / LA

Home Help Support Sign Out

Home Assets Contacts Transfers Disposals Users Reports

Quick Search Advanced Search Create Fuel Log Fleet Maintenance Log

Asset Detail

Cancel Save Asset

Asset Number \*67004-001034

Agency \*67004 - OFFICE OF STATE PARKS - DISTRICT TWO

Class \*GUN, PISTOL

DescriptionWeapon - Pistol Glock 17

MakeGLOCK

ModelMOD 17, GEN 4

Model Year

Serial NumberTKE605

-- Summary --

Person Responsible

Building

Floor

Room

Location \*5000

Cost Center

-- Parent Attachment --

Parent Asset Number

Type of Attachment

Status \*Active

Unlocated Year

-- Acquisition --

Net Book Value\$409.00

Original Acq Cost\$409.00

Original Acquisition Date06/29/2012

Acquisition Cost \*\$409.00

Acquisition Date \*06/29/2012

Acquisition Method \*Original Purchase

PO Number \*3810445

ISIS264

Lease Begin

Lease End

Warranty Exp Date

-- Disposition --

Disposition Date

Disposition Amount

Disposition Method

Remarks

-- Notes --

Notes 1

Notes 2

Notes 3

Accounting

Documents & Images

Child Attachments

Maintenance/Repair

Maintenance/Repair History

History

Validation

GRAMSEY / LA

EXHIBIT A

VENDOR NAME, STREET, CITY, STATE, ZIP CODE		ALL TERMS AND CONDITIONS IN THE SOLICITATION ARE PART OF THIS ORDER AS IF FULLY REPRODUCED HEREIN.			
BARNEY'S INC BARNEY'S FIREARMS 218 FOUR PARK RD LAFAYETTE, LA 70507		FILE NUMBER: 77. 12 PURCHASING AGENCY NO.: 264000 ADDRESSES ALL INVOICES AND CORRESPONDENCE TO:			
BILL TO: DCRT-OFFICE OF STATE PARKS OFFICE OF STATE PARKS P. O. BOX 44426 1051 N. 3RD CAPITOL ANNEX BATON ROUGE, LA 70804-4426		SHIP FOR DESTINATION TO: (UNLESS SPECIFIED ELSEWHERE) DCRT-OFFICE OF STATE PARKS OFFICE OF STATE PARKS P. O. BOX 44426 1051 N. 3RD CAPITOL ANNEX BATON ROUGE, LA 70804-4426			
CONTACT FOR DELIVERY INSTRUCTIONS (NAME & TELEPHONE) GARY RAMSEY/DAVID YOUNGBLOOD 225 342 8111-0000					
VENDOR NO.	AWARD CODE	SOLIC CODE	BUYER CODE		
721491003-00	N	N	NA		
COMPL CODE	ISS REQ NUMBER	AGENCY REQ NUMBER	SOLICIT NUMBER		
F		OPR-12-455			
CONTRACT NUMBER	REQ AGENCY: 264000	DCRT-OFFICE OF STATE PARKS	DCRT-OFFICE OF STATE PARKS		
PROMPT PAYMENT TERMS		DELIVERY TERMS/POB POINT	VENDOR REFERENCE NUMBER		
NONE		045 DAYS ARO DESTINATION			
		TOTAL AMOUNT OF ORDER	\$ 22311.00		
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
03051	COMMODITY CODE: 680-04-000000 DELIVERY TERMS: 045 DAYS ARO CLOCKS & HOLSTERS FOR STATE PARKS "DCRT ACCOUNTING-8462-4542-4264" CLOCK MODEL G17 PISTOLS, CALIBER 9X19MM, WITH NIGHT SITES AND 9 HIGH CAPACITY MAGAZINES. CONTACT PERSON: GARY RAMSEY (225) 342-8111 TAGGABLE EQUIPMENT DUE TO FISCAL YEAR CONSTRAINTS, FUNDING WILL NOT BE AVAILABLE FOR PAYMENT FOR ITEMS NOT DELIVERED BY JUNE 28, 2012. IF DELIVERY CANNOT BE MADE IN ACCORDANCE WITH THE ORDER, VENDOR MUST ADVISE THE AGENCY OF INABILITY TO SUPPLY AS SOON AS POSSIBLE.	90.000	EACH	\$ 246.78	\$ 22,210.20
I certify that the articles described on this order have been received counted, and accepted by me, and that the quality is satisfactory. Prepared By: [Signature] Date Received: 6/20/12 Authorized By: [Signature] CC 64 Q2 OPR-12-4542-PRJ 4204 Amt 36,810.00					
APPROVED: [Signature] ACTING ADMINISTRATIVE OFFICER					

EXHIBIT A

Gary Ramsey

From: Gary Ramsey  
Sent: Friday, September 07, 2007 10:48 AM  
To: ~Historic Site Mgrs - D1; ~Historic Site Mgrs - D2; ~Historic Site Mgrs - D3; ~Historic Site Mgrs - D4  
Cc: ~Parks District Managers; ~Recreation Site Mgrs - D1; ~Recreation Site Mgrs - D2; ~Recreation Site Mgrs - D3; ~Recreation Site Mgrs - D4; Stuart Johnson; Mary Ginn; Mimi Vidne; Rose Jackson  
Subject: FW: Weapons

Managers,

OSP has received an exemption from physically placing property tags on weapons. This exemption is only for weapons which fall under LPAA guidelines. All weapon must be cross-reference by serial number and/or some type of identifying marks on the asset. This information must be maintained in all property records.

Please maintain a copy of this email in your property records for audit purposes.

If you have any questions please contact me.

Thanks,  
Gary

Gary Ramsey  
Assistant Chief Of Operations  
Louisiana Office of State Parks  
(225) 342-8111  
(225) 342-8107 Fax  
[gramsey@crt.state.la.us](mailto:gramsey@crt.state.la.us)

-----Original Message-----

From: Floyd Rector [<mailto:Floyd.Rector@LA.GOV>]  
Sent: Friday, September 07, 2007 10:04 AM  
To: Gary Ramsey  
Cc: Aggie Higginbotham  
Subject: RE: Weapons

approved

-----Original Message-----

From: Gary Ramsey [<mailto:gramsey@crt.state.la.us>]  
Sent: Friday, September 07, 2007 9:57 AM  
To: Floyd Rector  
Cc: Aggie Higginbotham  
Subject: Weapons

Mr. Rector,

Office of State Parks is requesting an exemption from physically placing the property tags on weapons. The serial number of the asset and/or identifying marks on the asset will be used to cross-reference the asset to the appropriate property record.

Thank you for your assistance.

Sincerely,  
Gary

Gary Ramsey  
Assistant Chief Of Operations  
Louisiana Office of State Parks  
(225) 342-8111  
(225) 342-8107 Fax  
[gramsey@crt.state.la.us](mailto:gramsey@crt.state.la.us)

EXHIBIT A

GLOCK, Inc.

USA



GK, Inc., Post Office Box 559  
Lawrenceville, Georgia 30046 USA

Tel: (770) 432-1202  
Fax: (770) 433-8719

LOUISIANA OFFICE OF STATE PARKS  
PO#3810445  
1051 N 3RD CAPITOL ANNEX  
BATON ROUGE, LA  
70804

United States of America

Shipment : 712008  
Shipment Date: 06/27/2012  
Fw Agent : Fedex Standard Overnight  
Customer : 2488  
Customer PO# : 14430  
Order Date : 06/21/2012  
Contact :  
Phone : (770) 432-1202  
Fax : (770) 433-8719

Packing List

\*\*\* PLEASE SHIP NO LATER THAN JUNE 25, 2012 \*\*\*

Page: 3

Back.	DL		Pos.	Item Serialnumbers	Description	Quantity
1	0	284650	5	PG1750702 TKE600	GLOCK 17 GNS 5.51b LE (GEN4) - TKE609	10.00
2	0	284650	5	PG1750702 TKE610	GLOCK 17 GNS 5.51b LE (GEN4) - TKE619	10.00
3	0	284650	5	PG1750702 TKE620	GLOCK 17 GNS 5.51b LE (GEN4) - TKE629	10.00
4	0	284650	5	PG1750702 TKE630	GLOCK 17 GNS 5.51b LE (GEN4) - TKE639	10.00
5	0	284650	5	PG1750702 TKE500	GLOCK 17 GNS 5.51b LE (GEN4) - TKE509	10.00
6	0	284650	5	PG1750702 TKE510	GLOCK 17 GNS 5.51b LE (GEN4) - TKE519	10.00
7	0	284650	5	PG1750702 TKE520	GLOCK 17 GNS 5.51b LE (GEN4) - TKE529	10.00
8	0	284650	5	PG1750702 TKE530	GLOCK 17 GNS 5.51b LE (GEN4) - TKE539	10.00
9	0	284650	5	PG1750702 TKE540	GLOCK 17 GNS 5.51b LE (GEN4) - TKE549	10.00

EXHIBIT B

Asset Classification Report

Asset	Description	Serial Number	Building	Floor	Room	Person	UnlocYr	Current Cost	Original Cost
67004-001002	COMPUTER - Dell	GNW291	504721					0.00	1,100.00
67004-001004	Computer Dell 320 MT	8PQB4D1	504721					1,134.40	1,134.40
67004-001005	Computer Dell 320 MT	8PQB4D1	504721					1,134.40	1,134.40
67004-001006	Computer-Laptop	GS03LFT	504721		DIST ENG			0.00	1,410.34
67004-001007	Printer	567G001	504721					1,058.49	1,058.49
67004-001008	Computer-DellFlex T56	5N9C8H1	504721					1,087.01	1,087.01
67004-001009	Excavator-Kubota mini back	40240	508931					39,025.56	39,025.56
67004-001010	Vehicle (09) FD Explorer	1FMEU73E99UA19196						21,845.00	21,845.00
67004-001011	TRAILER pipe	44QLW163D7T021046	508931					0.00	1,329.00
67004-001012	Cable	85012607	504721					6,715.00	6,715.00
67004-001013	Radio - 700800 M01 XTS 2500 Model H 2500CH4141		4-20-004					1,795.00	1,795.00
67004-001014	Radio - 700800 M01 XTS 2500 Model H 2500CH4142		4-20-004					1,795.00	1,795.00
67004-001016	Radio - 700800 M01 XTS 2500 Model H2500CH4255		4-20-004					2,095.00	2,095.00
67004-001017	Radio - 700800 M01 XTL 2500 Model	514CKM42406	4-20-004					1,850.00	1,850.00
67004-001019	Fax	MAG60015	504721					0.00	1,399.00
67004-001021	PRINTER	USBDD41264	504721					0.00	1,063.00
67004-001022	DISPLAY UNIT							0.00	1,258.00
67004-001023	Camera-Pipe Diagnostics	62-008232						0.00	9,167.90
67004-001024	Cable and Pipe Locator	216-05144						0.00	2,219.10
67004-001025	Cable and Pipe Transmitter	210-01004						0.00	1,259.10
67004-001026	Vehicle(07)Dodge RAM Quad Cab	3D7RB28070627950						0.00	12,193.00
Grand Total:									

TOTAL ASSETS: 21  
TOTAL CURRENT ACQ COST: \$ 79,572.86  
TOTAL ORIGINAL ACQ COST: \$ 118,004.50

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: [Signature]  
Print Name: B. A. Roberts  
Date: 10/20/11  
Address: 4213 Chester Rd. B. W. Block

670-04.

EXHIBIT C

Unlocated Assets

Asset Number	Description	Serial Number	Location	Acq Date	Acq Cost
Agency: 67005 - OFFICE OF STATE PARKS - CHEMIN-A-HOUT					
Unlocated Year: 2009					
67005-409049	TV-32" LCD (CB 7)	802MXVWOK095	3000	02/21/2008	660.00
TOTAL ASSETS FOR YEAR: 1		TOTAL COST FOR YEAR: \$660.00			
Unlocated Year: 2010					
67005-020191	RANGE Cabin 1	7464M69C2AO	3000	01/01/1981	1,500.00
67005-020192	RANGE Cabin 3	7465M69C2AO	3000	01/01/1981	1,500.00
67005-020193	RANGE Cabin 6	7607M69W2AO	3000	01/01/1981	1,500.00
TOTAL ASSETS FOR YEAR: 3		TOTAL COST FOR YEAR: \$4,500.00			
TOTAL ASSETS FOR AGENCY: 4		TOTAL COST FOR AGENCY: \$5,160.00			
Grand Totals	TOTAL ASSETS: 4	TOTAL COST: \$5,160.00			



## Office of State Parks

### Assets at the Site but not on the Printout

Valued at \$1000.00 and Up or those

Assets Designated by LPAA  
regardless of Cost (body armor, all  
firearms, computers, trailers, etc.)

Site: \_\_\_\_\_

Date: \_\_\_\_\_

Description	Estimated Acquisition Date	Estimated Acquisition Cost	Comments (Purchase Order, Make, Model)

Manager: \_\_\_\_\_

District Manager: \_\_\_\_\_

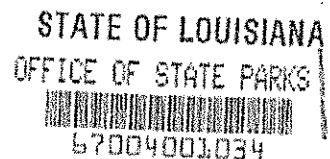
EXHIBIT D



**OFFICE OF STATE PARKS**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**

**INTRAAGENCY CORRESPONDENCE**

TO: District Two  
FROM: Gary Ramsey, Assistant Chief of Operations  
RE: Asset Addition to Tagged Property Inventory  
DATE: July 16, 2012



Enclosed is the documentation for the following asset, which has been added to your site's tagged property inventory list:

Item Description: Glock 17, GEN4

Asset Number: 670-04-001034

Serial Number: TKE605

Purchase Order Number: 3810445

The assigned property tag is attached. Please keep the property tag attached to this documentation and filed in your property records. The asset will be cross-referenced by the serial number for audit purposes. After reviewing the documentation and asset, if there are problems please note on this letter when faxing the signed copy to Operations. Once received the serial number will not be changed.

I have reviewed the information on this page and the property asset detail sheet(s) with the physical asset itself to verify the information. Unless noted all information is correct.

Signature: [Signature] Date: 8/2/13

Return signed copy and correction to the Property Manager. Number of pages: 1

EXHIBIT F

Home

Help

Support

Sign Out

Home

Assets

Contacts

Transfers

Disposals

Users

Reports

Quick Search

Advanced Search

Create

Fuel Log

Fleet Maintenance Log

Asset Detail

Cancel

Save Asset

Asset Number \*

67004-001034

Agency \*

67004 - OFFICE OF STATE PARKS - DISTRICT TWO

Class \*

GUN, PISTOL

Description

Weapon - Pistol Glock 17

Make

GLOCK

Model

MOD 17, GEN 4

Model Year

Serial Number

TKE605

-- Summary --

Person Responsible

Building

Floor

Room

Location \*

5000

Cost Center

-- Parent Attachment --

Parent Asset Number

Type of Attachment

Status \*

Active

Unlocated Year

-- Acquisition --

Net Book Value

\$409.00

Original Acq Cost

\$409.00

Original Acquisition Date

06/29/2012

Acquisition Cost \*

\$409.00

Acquisition Date \*

06/29/2012

Acquisition Method \*

Original Purchase

PO Number \*

3810445

ISIS

264

Lease Begin

Lease End

Warranty Exp Date

-- Disposition --

Disposition Date

Disposition Amount

Disposition Method

Remarks

-- Notes --

Notes 1

Notes 2

Notes 3

Accounting

Documents & Images

Child Attachments

Maintenance/Repair

Maintenance/Repair History

History

Validation

GRAMSEY / LA

**EXHIBIT G**

2/04

**OFFICE OF STATE PARKS**

**TEMPORARY LOAN for TAGGED PROPERTY**

**ITEM:**

Description of Item: \_\_\_\_\_

Property Tag Number: 670 -- \_\_\_\_\_

Serial Number: \_\_\_\_\_

Site Assigned to: \_\_\_\_\_

**LOANED TO:**

Site: \_\_\_\_\_

Date of Loan: \_\_\_\_\_

Expected Date of Return: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Loaned by: \_\_\_\_\_

Signature: \_\_\_\_\_

**RETURN:**

Date Returned: \_\_\_\_\_

Lender: \_\_\_\_\_

Date: \_\_\_\_\_

Borrower: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

## EXHIBIT H

### Sample of ID for Non-Tagged Assets

STATE OF LOUISIANA  
OFFICE OF STATE PARKS  
BOGUE CHITTO  
0SP6LAD00100

EXHIBIT I

3/04

OFFICE OF STATE PARKS  
PROPERTY TRANSACTION

Site: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Property Number: 670 -- \_\_\_\_\_ -- \_\_\_\_\_

☐ Untagged Item: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Action Requested:

☐ Transfer to LPAA:

- ☐ Pickup by LPAA
- ☐ Deliver to LPAA
- ☐ Sale as is / Where is

OR

☐ Disposal Action:

- ☐ Inventory Adjustment
- ☐ Trade In
- ☐ Dismantle for Parts
- ☐ Scrap
- ☐ Stolen
- ☐ Deceased Livestock
- ☐ Not Located
- ☐ Interagency Transfer:

Receiving Agency: \_\_\_\_\_

Condition/Comments/Pictures:

Transfer of Untagged Item:
Signature of Receipt: _____

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT J

3104

## Office of State Parks

## Asset Temporary Check-Out Log

[illegible]



EXHIBIT K

3/04

OFFICE OF STATE PARKS  
ASSIGNED PROPERTY

Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ITEM:

Description of Item: \_\_\_\_\_

Property Tag Number: 670 ---- \_\_\_\_\_

Serial Number: \_\_\_\_\_

Site Assigned To: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

ASSIGNED TO:

Employee: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Reason for Assignment: \_\_\_\_\_

\_\_\_\_\_ Expected Date of Return: \_\_\_\_\_

I understand that the asset listed is to be used only by me and only for official Office of State Parks (OSP) business. I agree to do everything within my power to protect and care for the asset assigned to me. I understand that I can be held responsible for the asset. I have read OSP PPM 31 and will comply with said PPM.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (re)

**EXHIBIT L**

2/04

**OFFICE OF STATE PARKS**

**Release of Property for Repairs**

Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ITEM:**

Description of Item: \_\_\_\_\_

Property Tag Number: 670 -- \_\_\_\_\_

Serial Number: \_\_\_\_\_

Site Assigned to: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

**Released to:**

Repairer/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_

**Comments:**

EXHIBIT M

**OFFICE OF STATE PARKS**

DEPARTMENT OF CULTURE, RECREATION & TOURISM

**Release/Loan of Tagged Property to DCRT Information Services**

Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Received in Information Services by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Signature: \_\_\_\_\_

**ITEM:**

Description of Item: \_\_\_\_\_

Property Tag Number: 670 -- \_\_\_\_\_

Serial Number: \_\_\_\_\_

**Reason for Released/Loan: (please check)**

☐ Prepare for surplus

☐ For repairs

☐ For replacement

**Comments:**

EXHIBIT N

CLASS CODE	CLASS CODE	CLASS CODE
ADAPTER, COMPUTER	COMPUTER, ROUTER	PRINTER
ADDRESSOGRAPH	COMPUTER, SCANNER	PRINTER, ACCESSORY
ANALYZER, COMPUTER	COMPUTER, SERVER	PRINTER, BLUEPRINT
ANALYZER, MEDICAL	COMPUTER, SWITCHER	PRINTING EQUIPMENT
ASPIRATOR	COMPUTER, TAPE DRIVE	READER, MEDICAL
AUDIO VISUAL EQUIPMENT	CONTROLLER, COMPUTER	RECORDER, AUDIO / TV
BLOOD PRESSURE MONITOR	CONTROLLER, MEDICAL	RECORDER, BLOOD PRESSURE
BLOOD TESTING EQUIPMENT	COPIER	RECORDER, CARTRIDGE
BOOK, CHECK UNIT	COUNTER, MEDICAL	RECORDER, DIGITAL
BRAILLE EQUIPMENT	DIAGNOSTIC, LABORATORY	RECORDER, ELECTRONIC
BRAILLE WRITER	DIAGNOSTIC, MEDICAL	RECORDER, LABORATORY
BREATH, TESTING	DIALYSIS EQUIPMENT	RECORDER, MEDICAL
CAMERA	DISPENSER, MEDICAL	RECORDER, PHYSIOLOGICAL
CAMERA, CCTV	DISPLAY UNIT, COMPUTER DATA	RECORDER, TELEPHONE
CAMERA, MEDICAL	DUPLICATING, OFFICE EQUIP.	ROBOT EQUIPMENT
CAMERA, SECURITY	DUPLICATING, PRINTING EQUIP.	SCANNER, COMPUTER
CAMERA, TV	EKG/ELECTROCARDIOGRAPH EQUIP.	SCANNER, COMPUTER
CAMERA, VIDEO	EEG/ELECTROENCEPHALOGRAPH	SCANNER, MEDICAL
CARDIAC MONITOR	ELECTROSHOCK THERAPY MACHINE	SPEECH TESTING EQUIPMENT
CARDIOGRAPH	EMG/ELECTROMYOGRAPH	SPHYGMOMANOMETER
CARDIOSCOPE	ENCODER	SPIROMETER
CART, MEDICAL	EYE TESTING EQUIPMENT	STIMULATOR, MEDICAL
CHECK, WRITER	FAT PERCENTAGE INDICATOR	SURVEILLANCE EQUIPMENT
COMMUNICATION EQUIPMENT	FAX MACHINE	TELECOMMUNICATIONS EQUIPMENT
COMPUTER	FINGERPRINTING EQUIPMENT	TELEPHONE
COMPUTER SOFTWARE	GLUCOMETER	TELEPHONE ANSWERING EQUIPMENT
COMPUTER TRAINING EQUIPMENT	HEARING TESTING EQUIPMENT	TELEPHONE EQUIPMENT
COMPUTER, ACCESSORY	HEMOGLOBINOMETER	TELEPHONE, INTERCOM / PAGING
COMPUTER, BRAILLE	IDENTIFICATION SYSTEM	TELEVISION PRODUCTION EQUIP.
COMPUTER, COMPACT DISC	IMAGING EQUIPMENT, MEDICAL	TESTING EQUIPMENT, MEDICAL
COMPUTER, COMPONENTS	IMAGING EQUIPMENT, OFFICE	TONOMETER
COMPUTER, DATA PROCESSING	INCUBATOR, MEDICAL	TRACKING SYSTEM
COMPUTER, DISK DRIVE	INTOXIMETER	TRACKING SYSTEM, INMATE
COMPUTER, DISK STORAGE	IV PUMP	TRANSMITTER, MEDICAL
COMPUTER, DOCUMENT FEEDER	LABELLING EQUIPMENT	TRANSCRIBER
COMPUTER, DRIVE	LABORATORY EQUIPMENT	TYMPANOMETER
COMPUTER, EQUIPMENT	MEDICAL EQUIPMENT	TYPEWRITER
COMPUTER, HANDHELD	METER, MEDICAL	ULTRA SOUND, CARDIAC
COMPUTER, LAPTOP	MICROFICHE READER	ULTRASOUND EQUIPMENT
COMPUTER, LASER DISC	MONITOR, MEDICAL	X-RAY EQUIPMENT
COMPUTER, LCD PROJECTOR	NAVIGATION EQUIPMENT	X-RAY EQUIPMENT ACCESSORY
COMPUTER, MAINFRAME	PHYSIOGRAPH	
COMPUTER, MEDICAL	PLOTTER	
COMPUTER, MOBILE DATA UNIT	POLYGRAPH EQUIPMENT	

# Transfer Detail

Transfer: 198659  
Created: 11/20/2014  
Remarks: AIR CONDITIONER Portable unit - worn out damaged by hurrucane beyond repair  
Method: Scrap  
From: 67010 - OFFICE OF STATE PARKS -FOUNTAINBLEAU STATE PARK  
To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
67010-400324	AIR CONDITIONER Portable	04808	1	1	11/20/2014	Received	Y	ANDY COLLIER	11/20/2014

# Transfer Detail

Transfer: 187073  
Created: 10/03/2013  
Remarks: Washers and Dryers ( Hurricane Damage)  
Method: Scrap  
From: 67009 - OFFICE OF STATE PARKS -FAIRVIEW/RIVERSIDE STATE PARK  
To: DISPOSAL - DISPOSAL

Asset Num	Description	VIN/Serial Num.	Qty Sent	Qty Recv	Receive Date	Status	Approved	Approver Name	Approval Date
67009-NT4150836	DRYER, LAUNDRY		3	3	10/11/2013	Received	Y	ANDY COLLIER	10/11/2013
67009-NT4150747	WASHING MACHINE		4	4	10/11/2013	Received	Y	ANDY COLLIER	10/11/2013

EXHIBIT P