

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

INSTRUCTIONS FOR COMPLETING GREEN TAG(S) ISSUED FORM

General Instructions

Requestor must submit the unsigned *Green Tag(s) Issued* form via email or fax to: LAC DMH, Administrative Services Bureau, Attn: Mr. Prince Traylor, at PTraylor@dmh.lacounty.gov or fax number (213) 252-9740.

Green DMH Asset Tags will be returned to the Requestor via US Mail, together with the unsigned Green Tag(s) Issued form. Requestor must acknowledge receipt of tags via signature and date, and email a copy of the form to the email or fax number above.

Green DMH Asset Tags must be affixed to items of equipment immediately. Use the *Asset Acquisition Form* to log the item description, manufacturer, model number, serial number, Green DMH Asset Tag number, and location.

Requesting Contract Provider Name	Enter the name of the Contractor as it appears in the TNFA.
Legal Entity Address	Enter the physical address of the Contractor's headquarters as it appears in the TNFA, including the city, state and zip code.
Location of Asset(s)	Enter "same."
Requested By	Enter the name of the Contractor's Project Manager.
Quantity Requested:	Enter number of Green DMH Asset Tags being requested. Request one tag per individual piece of equipment valued \geq \$100.
Beginning No.	Leave blank.
Ending No.	Leave blank.
Received by	Leave blank until form is returned by DMH Administrative Services Bureau to Contractor with Green DMH Asset Tags. Upon receipt of tags, Contractor's Project Manager should print name, sign, and date the form, and return via fax or email.
Date	Leave blank until form and tags are returned to Contractor.
<u>Reminder:</u>	<i>Each item of equipment valued \geq \$5,000 also must be issued and identified with a Silver Asset Tag. Please use the Silver Tag(s) Issued form to request and acknowledge receipt of tags.</i>

SAMPLE

Green Tag(s) Issued

*** for MHPA Contract Provider Technology Projects only**

NOTE: Please return to:

Administrative Services Bureau
550. S. Vermont Ave. 2nd Floor
Los Angeles, CA 90020
Attn: Mr. Prince Traylor
Email: PTRaylor@dmh.lacounty.gov
Fax: (213) 252-9740

Required for all technology assets purchased with MHPA IT Funds. *Items valued at \$5,000 or greater also require a Silver Tags Issued form to be completed.* When affixing the tags to the equipment, please place in a visible location on the equipment.

Requesting Contract Provider Name: XYZ Agency, Inc.

Legal Entity Address: 123 Main Street, Los Angeles, CA 90000

Location of Asset(s): same

Requested By: Sandra Sample Project Manager (213) 555-1212
Name (print) Title Phone #

Quantity Requested: 49

**Reference Sample Hardware Invoice:
5 Laptops
20 Desktops with 20 Monitors
4 Network Printers**

DMH ASB Office Use Only

Beginning No.: _____

Ending No.: _____

Received by: [Leave blank until tags are received.] Date: _____
Name (print) Signature
Contractor's Project Manager