

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

**INSTRUCTIONS FOR COMPLETING SILVER TAG(S) ISSUED FORM**

**General Instructions**

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

Silver County 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.

Silver County 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, Silver County 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 Silver County Asset Tags being requested. Request one tag per individual piece of equipment valued $\geq$ \$5,000.
Beginning No.	Leave blank.
Ending No.	Leave blank.
Received by	Leave blank until form is returned by DMH Administrative Services Bureau to Contractor with Silver County 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.
<b><u>Reminder:</u></b>	<i>All items of equipment valued <math>\geq</math> \$100 must be issued and identified with a Green DMH Asset Tag. Please use the Green Tag(s) Issued form to request and acknowledge receipt of green tags.</i>

SAMPLE

# ***Silver Tag(s) Issued***

**\* for MHSA Contract Provider Technology Projects only**

**NOTE:** Please return to:

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

**Required for every technology asset valued at \$5,000 or greater and purchased with MHSA IT Funds. Assets also require DMH Green Tag. 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: 2

**Example:  
Requesting Silver Tags for two (2)  
servers, valued at ≥ \$5,000 each.**

***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