

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH EMPLOYEE COUNTY PROPERTY CLEARANCE

I am responsible for the following County issued property and agree to turn in these items to my manager/supervisor prior to my termination or transfer to another County Department. I understand that I will be charged for these items if they are not returned at the end of my employment/job assignment:

- | | | |
|---|---|---|
| <input type="checkbox"/> ID Badge (HRB) | <input type="checkbox"/> Mobile Devices/Accessories | <input type="checkbox"/> Specialized Software |
| <input type="checkbox"/> Parking Permit | <input type="checkbox"/> Laptop and Accessories | <input type="checkbox"/> Manuals and Books |
| <input type="checkbox"/> Facility and Desk Keys | <input type="checkbox"/> Computer and Peripherals | <input type="checkbox"/> Garage/Gate Openers |
| <input type="checkbox"/> Phone Card | <input type="checkbox"/> Specialized Device(s) | <input type="checkbox"/> Checkpoint Access Card |
| <input type="checkbox"/> USB Flash Drive | <input type="checkbox"/> SecurID Token | <input type="checkbox"/> MTA Parking Lot Key |
| | | <input type="checkbox"/> Other _____ |

Employee Name (Please Print)

Employee Number

Employee Signature

Position

Pay Location

Effective Date of Transfer/Termination/Retirement

Manager/Supervisor Acknowledgement. *Service Catalog Request #*

(Please initial each acknowledgement)

_____ The employee has returned all property to the manager/supervisor.

_____ I will return all property assigned to the employee to the appropriate DMH Bureau/Division/Program custodian. *(See Property Return Legend below).*

_____ I will not reassign property turned in by the employee without consulting first with the appropriate DMH Bureau/Division/Program custodian.

Manager/Supervisor Name (Please Print)

Manager/Supervisor Signature

Clinic/Program Name

Date

Submit completed form to DMH Human Resources Bureau as soon as possible but no later one business day of the employee's last workday.

PROPERTY RETURN

Respective Manager/Supervisor

- ✓ Keys
- ✓ Checkpoint Access Card
- ✓ Garage/Gate Openers
- ✓ Manuals/Books
- ✓ MTA Parking Lot Key

Human Resources

- ✓ ID Badge

Chief Information Office Bureau

- ✓ Computer / Laptop
- ✓ Mobile Devices / Accessories
- ✓ Specialized Device
- ✓ USB Flash Drive
- ✓ SecurID Token
- ✓ Specialized Software

Admin Support Bureau

- ✓ Parking Permit
- ✓ Phone Card