

CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES, FAICP
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: JUL 17 2003

TO: All Welfare-to-Work Contractors
Executive Directors and Program Managers

FROM: Ann Giagni, Director
Workforce Development Division

SUBJECT: DIRECTIVE NO. 04-01
SUBMISSION OF FINAL WELFARE-TO-WORK (WtW)
INVENTORY REPORT

The purpose of this Directive is to establish **July 31, 2003 as the deadline** for the electronic submission of an updated inventory report to the City to include all equipment purchased using WtW funds from June 1, 1999 to present. Contractors are advised that failure to meet the requirements of this Directive may result in delayed processing of the PY 2002-2003 Final Closeout Invoice.

In order to facilitate accurate reporting, an electronic copy of the most current inventory report on file with the City has been provided along with this Directive to each individual WtW contractor. Following submission of the final report, the contractor will be notified by the City if further action is required to reconcile any inventory related matter(s).

For terminating contractors who will not be entering into new WtW contracts for the term July 1, 2003 through March 31, 2004, a request to retain, transfer or return equipment should accompany the inventory report now pending, and should contain all pertinent information.

The remainder of this Directive contains important guidelines for the completion and submission of the updated inventory reports. Any WtW contractor who has not acquired additional inventory items since the last report on record with the City, will need to submit a signed letter stating this condition by the July 31, 2003 deadline, addressed to the contact person identified herein.



I. Guidelines for Submission of Updated Inventory Report

Instructions for Completing Inventory Form

The following chart provides itemized instructions for completing each item of the City's WtW Inventory report that accompanies this Directive. For purposes of easy reference, the numbers appearing in the chart below correspond to the fields appearing on the inventory form:

Number	Item	Instructions for Form Completion:
1	WtW Operator	Name of Contractor should appear in this field
2	WtW Contract #	Enter the WtW contract number for the term ending June 30, 2003
3	Date of Submission	The date appearing in the electronic file that accompanies this Directive, reflects the date of last submission. In revising the inventory, please revise this field to reflect the new submission date.
4	Inventory Tag Number	Enter the complete City decal number; if inventory item does not have a City decal, leave this field blank. Contractor's own decal numbers should not appear in this field.
5	Equipment Description	Provide a brief description of each equipment item, with general classification listed first, followed by manufacturer and model number. (e.g.: Printer: HP LaserJet, 4050TN)
6	Serial Number	Enter the serial number of each inventory item.
7	Date of Acquisition	Enter the date the equipment was originally acquired (or alternatively, the date item was received).
8	Title Holder	Identify the titleholder of the item (leave blank for leased items; enter "City" for loaned items; enter WtW operator's name for purchased items)
9	Total Costs	Enter unit cost of equipment item at time of procurement (amount needs to be reasonably consistent with invoice).
10	WIA Percent of Cost	Enter the Percentage of WtW funds used to purchase the equipment item (not applicable to items on loan from the City). In most instances, this percentage will be "100%."
11	Date of Disposition	Enter date item was disposed of or returned to the City (note: City approval required-refer to attached Directive #02-36)
12	Address/Location	Provide address of the physical site at which each item is located (as of the date of this inventory report submission).
13	Staff/Users	Identify either the individual(s) that the item is assigned or the standard users of the item. (e.g.: Jane Smith-case mgr; All Staff; WIA clients, etc.)
14	Condition Code	Indicate the condition of each item by using the code at the top of the inventory report, as follows: "G": Good; "O": Obsolete; "D": Damage/Breakdown; "L": Lost; "S": Stolen
15	Report Prepared by	Enter the name of staff person completing this report, along with job title and contact phone number in the appropriate fields appearing on the last page of the report

