

2022 Portable Computer Inventory

In keeping with the “Appropriate Use and Responsibility Agreement” established in Fall 2009, a physical inventory of portable computers (laptops, i-pads, etc.) has been scheduled for the dates listed below.

Faculty and staff members who have a portable computer in their possession are requested to participate in this inventory as part of all of our responsibility to protect and safeguard College property.

The COVID Pandemic has prevented the College from conducting this very important task since 2019 so it is especially important that you participate.

To make the inventory as easy as possible we are offering two (2) options this year:

Option #1: Bring your portable computer in person on any of the following dates to one of the noted locations during time period indicated:

Date	Location	Time
April 12, 2022	Brighton Campus Bldg. 3 Room-116	8:00AM – 2:00PM
April 13, 2022	Downtown Campus Bldg. 33 Room 3310D	8:00AM – 2:00PM
April 14, 2022	Applied Technology Center Room 156	8:00AM – 11:00AM

Our Property Control department will be on hand to inventory your portable computer – it should only take a minute or two – so please make arrangements to stop in.

Option #2: Take a picture of the College decal number on the portable computer and email it to propertycontrol@monroecc.edu.

Note: If the portable computer has a sticker that reads ‘*MCC COVID-19 OFFSITE USE: Return to Technology Services*’ please include a picture of that sticker as well. Be sure to provide your name and contact phone number in your email in case we need to reach you.

Keep in mind that the portable computer assigned to you is the property of Monroe Community College and that you are required to provide the computer for physical inventory. Failure to provide the portable computer for physical inventory will result in the item being listed as “unlocated”. It is your responsibility to reimburse the College from personal funds for the replacement of “unlocated” computers unless otherwise determined.

Please contact Travis Regan at ext. 3247 should you have any questions.