

In keeping with the “Appropriate Use and Responsibility Agreement” established in Fall 2009, a physical inventory of portable computers (laptops, iPads, 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.

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 10, 2023	Brighton Campus: Bldg. 3 Room-117	8am to 2pm
April 11, 2023	Brighton Campus: Bldg. 3 Room-117	8am to 2pm
April 12, 2023	Applied Technology Center: Bldg. 23 Room 156	8am to 11am
April 13, 2023	Downtown Campus: Bldg. 33 Room 3310D	9am to 1pm

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 the picture to propertycontrol@monroecc.edu](mailto:propertycontrol@monroecc.edu).

Note: If the portable computer has a sticker that reads:

- “MCC COVID-19 OFFSITE USE: Return to Technology Services” **or**
- “MCC COLLEGE EQUIPMENT Must be returned 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.