

## Portable Computer Inventory

In keeping with the “Appropriate Use and Responsibility Agreement” established in Fall 2009 between the Educational Technology Services and Administrative Services divisions, a physical inventory of portable computers (laptops, i-pads, etc.) is scheduled for the dates listed below.

Faculty and staff members who have a portable computer in their possession must participate in this inventory as part of the “Appropriate Use and Responsibility Agreement”. 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.

<u>Date</u>	<u>Location</u>	<u>Time</u>
April 8, 2019	Brighton 3-117	8:00AM – 2:30PM
April 9, 2019	Brighton 3-117	8:00AM – 2:30PM
April 10, 2019	ATC 23-156	9:00AM – 11:00AM
April 11, 2019	DC 32-412A	9:00AM – 2:30PM
April 15, 2019	PSTF 25-100A1	1:00PM – 2:30PM

Please 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 once per year. 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.

Patrick Bates  
Director, Purchasing & Central Receiving