

Disposal of Tagged Property

Any item that is purchased by the College and meets the monetary thresholds listed below is processed and tagged in compliance with MCCCDC, State and Federal regulations.

Q: How do I know if equipment that I want to dispose is tagged?

A: There are 2 types of MCCCDC asset tags, a silver tag and a copper tag.

Silver tags have a monetary threshold of \$1,000-\$4,999.99.



Copper tags have a monetary threshold of \$5,000.00+



Examine the equipment to see if it has either a silver or a copper tag on it. Be sure to check all sides of the item; in some cases, it may be located inside.

Q: If I don't see a silver or a copper tag does that mean it's not considered a tagged asset?

A: Not necessarily. If an asset does not have space to physically attach an MCCCDC asset tag to the asset, or if an asset is difficult to access, or if the asset tag will not stay in place, then a Hard to Tag Form is used. The tag is placed on the form which also includes basic asset information, asset location, and a picture of the asset. Original Hard to Tag Forms are kept on file by property control. Contact property control if you are unsure if an item is considered Hard to Tag.

Q: Who do I contact to dispose of tagged property? What is the process?

A: Submit a work order in the Operations Work Request system (SchoolDude). Include item name, MCCCDC asset tag #, condition of the item, and location. Choose 'Surplus' as the Craft. The work order will be routed to property control to begin the removal process. Disposal of tagged property is done in accordance with MCCCDC surplus property disposal guidelines.

Q: Can a tagged asset that is broken or no longer in working condition be thrown away, given to a vendor or donated to a third party?

A: No. All College property, including tagged assets, must be disposed of through property control by utilizing the Operations Work Request system (SchoolDude).

Q: What if I have further questions?

A: Property control is a part of the PC Event & Fleet Services Department on campus. Please contact us for assistance:

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