

# Helpful Tips To Avoid Financial Liability

- ✚ Keep all unusable and unissued/blank carcass tags in a safe and secured location.
- ✚ Ensure proper training on issuing carcass tags is provided to new personnel.
- ✚ Perform routine audits by generating carcass tag detail and summary reports.
- ✚ Maintain a written log or tracking sheet. *Example provided.*
- ✚ Report discrepancies to NMDGF and request assistance as necessary.
- ✚ Stay informed of procedural changes as they may occur every license year.
- ✚ Carefully read the information that is populated in the system after a control number is entered.

## ATTENTION VENDOR:

PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION—EVEN FOR NON-ANTLERED/HORNED SPECIES.

USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.

MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.

DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.

- ✚ Verify the control number that is displayed on the screen is the same as the physical carcass tag in hand.

Cougar Tag Completed 1 of 1

If the handwritten tag looks exactly like the image above, click to proceed to Print License.

Entered Wrong Control Number

Click to go back and re-enter a different control number. No information is recorded in the system.

Unusable-Not Issued

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

- ✚ If the control number is transposed select *Entered Wrong Control Number* to return to the previous screen.
- ✚ If a mistake is made while writing the customer's information on the carcass tag select *Unusable-Not Issued* and do not discard as it must be returned to NMDGF

## Carcass Tag Tracking Sheet

Vendor Name: \_\_\_\_\_

Store Number (if applicable): \_\_\_\_\_

[illegible]

**Notice:** All carcass tags designated unusable in any month during the license year must be returned to the department no later than the 10th day of the next month, and all blank, unused carcass tags must be returned to the department at the end of the license year no later than May 10<sup>th</sup>. Failure to comply with these requirements will result in a \$ 100.00 penalty fee for each carcass tag that is unaccounted for, lost or discarded.