

# 2024-2025

## Carcass Tag Audit Schedule

- ✓ Generate a carcass tag detail report for blank/unissued carcass tags.
- ✓ Audit carcass tag bundles that have been opened.
- ✓ Report discrepancies to [dgf-vendor@state.nm.us](mailto:dgf-vendor@state.nm.us).
- ✓ Provide copy of carcass tag tracking sheet.

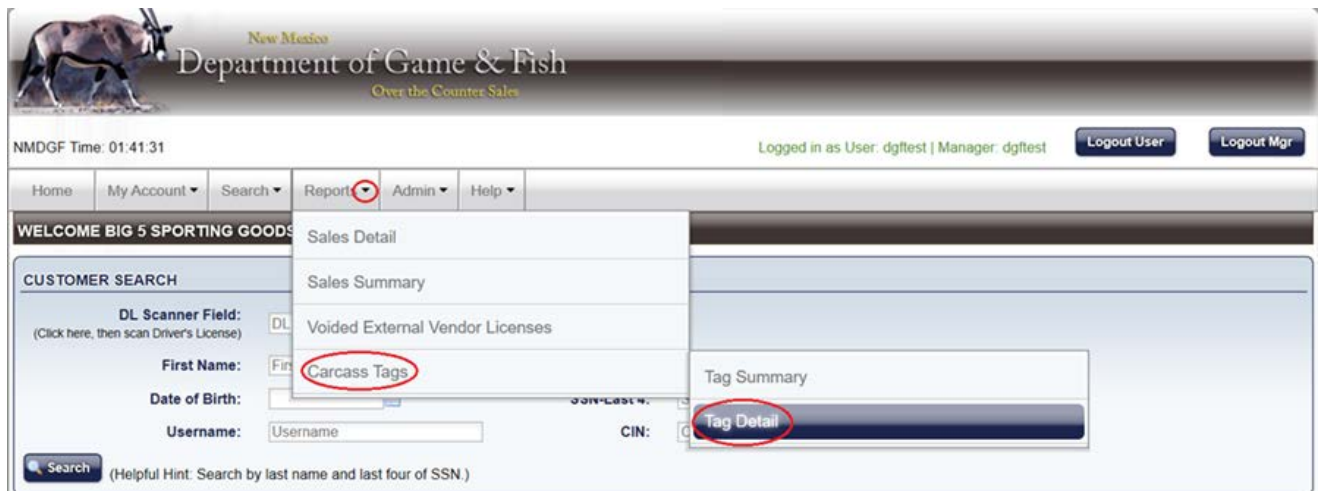
<b>Deadline To Conduct Audit</b>	<b>Deadline To Report Discrepancies</b>
June 28, 2024	July 10, 2024
August 30, 2024	September 10, 2024
October 31, 2024	November 12, 2024
December 31, 2024	January 10, 2025

License vendors should conduct carcass tag audits every other month to ensure all the blank/unissued carcass tags are accounted for and they will be given to the 10<sup>th</sup> of the following month to report discrepancies.

## Carcass Tag Detail Report

The Tag Detail report allows a license vendor to search for carcass tags by status and it will provide a detailed report to show the control numbers assigned to the vendor with tag number, status, active, date and salesperson.

1. A user with manager credentials must log in the system [www.vendorsales@state.nm.us](http://www.vendorsales@state.nm.us) to access the **Reports** option on the main menu.
2. On the dropdown list click on **Carcass Tags** then select **Tag Detail**.



3. Click on the dropdown box to select a different **Year**. Below the year, the dropdown box will provide options to generate a report based on the **Tag Status**. Select a Tag Status.

The Blank/Unissued & Unusable Tag Status should routinely be utilized by a license vendor.

4. Once the status is selected click the button to **Run Report**. The system will generate a PDF file to view and save.



*Note:* NMDGF personnel has access to generate reports, so it is not necessary to mail a report when returning any carcass tags.

The NMDGF strongly encourages license vendors to conduct routine internal audits before returning any voided, unusable or blank/unissued carcass tags to 1 Wildlife Way Santa Fe, NM 87507.