

**REPORT OF MISSING OR
STOLEN PERSONAL STATE PROPERTY**

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. Preston Street, Room 1514
Baltimore, Maryland 21201
(410) 767-0587

DGS Control No.

INSTRUCTIONS:

1. Mail Original to:
Department of General Services
Inventory Standards & Support Services Division
301 W. Preston Street, Room 1514
Baltimore, MD 21201
2. Attach Police Report for Stolen Property
3. Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.

Agency:
Sub-Unit:
Address:
Address 2:
City: State Zip Code
Accountable Officer:
Telephone: Date:

Property Officer

Signature Date

Department Secretary

Signature Date

Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				

TOTAL

1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:

- a. Item(s) identified as State property with permanent type labeling or engraving? Yes No
- b. Describe other security measures:

2. FOR MISSING PROPERTY ONLY:

- a. Date loss was discovered
- b. Date of last physical inventory
- c. Explain how the loss might have occurred

Describe Measures Taken to Prevent Future Occurrence

FOR DGS USE ONLY