



# Annual Inventory Report Webinar

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## Process Overview

# Webinar Goal

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Provide the knowledge necessary for **Agency Point of Contacts (POCs)** and **Backups** to submit their agency's **Annual Inventory Reports** and applicable **supporting documentation**.

# Agenda

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- Inventory Regulation & Policy
- Annual Inventory Report Requirements
  - Report of Fixed Assets
  - Report of State Property Materials & Supplies
  - Report of Missing or Stolen Personal State Property
- Annual Inventory Submission Process
  - Survey
- Resources
- Question & Answer

# Inventory Regulation & Policy

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# Inventory Regulation & Policy



## **Annotated Code of Maryland State Finance and Procurement Article § 4-306. Inventory**

*Section 4-306 of the State Finance & Procurement Article, Annotated Code of Maryland, requires the Secretary of the Department of General Services to formulate and prescribe standards for maintaining stores and inventory control for all materials, supplies and equipment required by using authorities of the State. Also, each using authority shall keep on file in the Office of the Secretary of General Services an inventory of all materials, supplies and equipment in its possession as shall be designated by the Secretary.*

*The unit shall submit the inventory to the Secretary at least once a year. The inventory is subject to audit.*

# Annual Inventory Report Requirements

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# Annual Inventory Report Requirements

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There are 3 Annual Inventory Reports that are required to be submitted annually to DGS.

## Annual Inventory Report of Fixed Assets (Exhibit 2)

State agencies and departments are required to report the value of their agency's fixed assets, which includes **land, buildings, infrastructure, construction in progress, and capital equipment.**

## Annual Inventory Report of State Property Materials & Supplies (DGS-950-1)

State agencies and departments are required to report the value of their agency's materials & supplies which includes **food, office supplies, repair parts, items purchased for resale, and storeroom supplies** (*any item that is consumed, expended or changed in form by use*).

## Annual Inventory Report of Missing or Stolen Personal State Property (Exhibit 9)

State agencies and departments are required to report the **number and value of their missing or stolen items.**

# Annual Inventory Report of Fixed Assets

## To Report Fixed Assets, State units must submit:

1. Annual Inventory Report of Fixed Assets form.
2. Written justification, **on official letterhead**, for the discrepancy between the previous fiscal year ending balance and the current year beginning balance, if applicable.
3. Itemized list of fixed assets inventory. The itemized list must include the following details:
  - **Item Description**
  - **Acquisition Cost**
  - **Acquisition Date**
  - **Serial Number (If available)**
  - **Total Dollar Value**

## Submission Tip(s):

- Previous fiscal year ending balance should match current year beginning balance. If the amounts do not match, **see #2 above**.
- Total dollar amounts must match the Annual Inventory Report of Fixed Assets form and the itemized list of fixed assets inventory.



# Annual Inventory Report of Fixed Assets

DEPARTMENT OF GENERAL SERVICES  
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION  
301 W. PRESTON STREET, ROOM 1514  
BALTIMORE, MD 21201  
(410) 767-0587

FY2025

**Beginning  
Balances  
For Fiscal  
Year 2025**

## ANNUAL INVENTORY REPORT OF FIXED ASSETS

The following amounts should be recorded FY25 for the period of 7-1-2024 to 6-30-2025

Agency Code: \_\_\_\_\_ Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name (please print) Authorized Signature Title

\_\_\_\_\_  
Address Email Address Telephone Number

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	TOTALS
Balances, July 1, 2024		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOTE: Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00								
Additions (a)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from Construction in Progress (a)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from other State Agencies (a), (b)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers to other State Agencies (a), (b)	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Disposals (a)	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balances, June 30, 2025		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(a) The amounts shown in the columns of this section must represent actual cost as recorded on the agency's records.

(b) List the amounts for each agency reflected in these amounts and attach to this form.

Equipment has been inventoried in accordance with instructions in the Inventory Control Manual issued by the Department of General Services?

Yes ☐

No ☐

Date of last physical inventory for sensitive items: \_\_\_\_\_

Date of last physical inventory for non-sensitive items: \_\_\_\_\_

**Submit ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY on or before 9-15-2025 using the FY25 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV)**

**RESET FORM**

**PRINT FORM**

Updated 3-27-2025

EXHIBIT 2

**Ending  
Balances  
For Fiscal  
Year 2025**

# Example Itemized List of Fixed Assets Inventory



Fixed Asset Report Date: 6/30/2023							
Asset ID	Description	Serial Number	Manufacturer	Asset Type	Acquisition Date	Cost	Phys-Inv Date
A14800	CAMCORDER	7.22913E+11	CANON	S	7/7/2015	\$ 1,269.00	5/27/2022
A15521	LAMINATED LABEL PRINTER, WIRELESS	B3QT77H505	BROTHER	S	5/10/2018	\$ 429.00	5/27/2022
A15522	BINDING MACHINE	CRC38425	FELLOWES	NS	5/26/2018	\$ 759.96	8/11/2022
A15540	LAMINATOR	EC00325Z	GBC	NS	5/28/2018	\$ 10,589.00	5/27/2022
A15592	TV, 55-INCH-4K ULTRA HD SMART LED	711RMWV92193	LG ELECTRONICS	S	5/16/2018	\$ 697.99	5/25/2023
A15693	PROJECTOR, DIGITAL PS501X	VB2190601156	VIEWSONIC	S	5/8/2019	\$ 465.00	8/11/2022
A15947	REFRIGERATOR, 14.3 CU FT TOP-FREEZER, BLACK	VSX4740462	WHIRLPOOL	NS	1/8/2021	\$ 519.00	6/17/2022
A16082	FILE CABINET, LATERAL, 36" 5 DRAWER, BLACK	9336P-5FF1H	ULINE	NS	5/12/2022	\$ 1,165.00	5/12/2022
C05832	HAND TRUCK	9313741	ESCALERA	S	7/30/1995	\$ 1,545.00	4/26/2022
C10990	CAMERA, IP INDOORS	AL9603- 1N2MC21A	GADSPOT INC	NS	6/26/2007	\$ 253.91	1/5/2022
	Page 124 of 124				Total	\$ 24,180,158.98	

# Annual Inventory Report of State Property Materials & Supplies

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**To Report Materials & Supplies, State units must submit:**

1. Annual Inventory Report of State Property Materials & Supplies form.
2. Itemized list of materials & supplies, to include the following details.

- **Item Description**
- **Dollar Value of Item**
- **Quantity**
- **Total Dollar Value**

## **Submission Tip(s):**

- You must submit a report even if your agency does not have a central storeroom for all supplies and/or you have any supplies on hand that have not been issued.
- If you order supplies as needed, and they are all immediately issued to staff, you should still complete the form and report “**\$ .00**” for the totals.

# Annual Inventory Report of State Property Materials & Supplies



DEPARTMENT OF GENERAL SERVICES  
INVENTORY STANDARDS AND SUPPORT SERVICES  
DIVISION 301 W. PRESTON STREET, ROOM 1514  
BALTIMORE, MD 21201  
(410) 767-0587

FY2025

## ANNUAL INVENTORY REPORT OF STATE PROPERTY MATERIALS AND SUPPLIES

The following amounts should be recorded FY25 for the period of 7-1-2024 to 6-30-2025

Program Name	Description	Dollar Value	Physical Inventory	Inventory Records
Dietary Services	Food	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Dietary Services	Other	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Dietary Services	Donable Foods	0.00	<input type="checkbox"/>	<input type="checkbox"/>
DIETARY TOTAL \$		0.00		
*** ALL OTHER MATERIALS & SUPPLIES -- REQUIRED BY ALL AGENCIES ***				
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL MATERIALS AND SUPPLIES \$		0.00		
GRAND TOTAL \$		0.00		

Grand Total is a combination of both "Dietary Totals" and "Total Materials & Supplies".

Place a check mark in the space adjacent to the items valued indicating that values were established through physical inventory at the end of the fiscal year or through values supported by inventory records verified by physical inventory within ninety (90) days.

Date:	<input type="text"/>	Agency Code:	<input type="text"/>
Certified By:	<input type="text"/>	Agency Name:	<input type="text"/>
Signature:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Telephone:	<input type="text"/>

Submit ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY on or before 09-15-2025 using the FY25 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV)

Reset Form

Print Form

Updated 3-27-2025

DGS-950-1

# Example Itemized List of Materials & Supplies Inventory

Supplies & Materials as of June 30, 2023

Description	Unit	Quantity	Unit Cost	Total Cost
Battery, AA	Pack/24	2	\$21.61	\$43.22
Binder Clips, Mini	Box/qty 144	3	\$3.00	\$9.00
Clips, Small Binder Clips,	Box/qty 40	1	\$1.26	\$1.26
Large Binders, 3-Ring 2"	Box/qty 24	2	\$7.19	\$14.38
Binders, 3-Ring 3"	Box/qty 12	4	\$6.99	\$27.96
Correction Tape	Box/qty 18	1	\$21.66	\$21.66
Manila 9 x 12 Envelopes	Box/qty 50	4	\$13.20	\$52.80
Manila 10 x 15 Envelopes	Box	2.5	\$37.52	\$94.04
Manila 12 x 15 Envelope	Box	3	\$5.29	\$15.87
Wallets, Letter Expandable	Box/qty 10	2	\$37.46	\$74.92
Brass Wallets, Legal Fasteners	Box	1	\$25.78	\$25.78
Folders, File -Manila Letter	Box/qty 100	3	\$12.23	\$36.39
Folders, file - Manila Legal	Box	2.5	\$24.50	\$36.75
Highlighters - Assorted	Pack	1	\$7.09	\$7.09
Index Cards	Pack	3	\$0.75	\$2.25
Labels, Avery 5160	Pack	3	\$30.18	\$90.54
Labels, Avery 5162	Pack	2	\$30.18	\$60.36
Labels, Avery 5163	Pack	1	\$30.18	\$30.18
Labels, Avery 5351	Pack	1	\$28.52	\$28.52
Notebooks,Cambridge Mead	Each	17	\$6.59	\$112.03
Pads, Scratch, Unlined 5 x 8	Each	5	\$2.62	\$13.10
Pads, White Lined 8.5 x 11	Box/qty 12	1	20.80	20.80
Pads, Yellow Lined 8.5 x 11	Box/qty 12	1	\$20.80	\$20.80
Paper - Letter	Case	1	\$52.33	\$52.33
Paper-Legal	Case	6	\$58.35	\$350.28
Paper-Looseleaf	Pack	6	\$2.70	\$16.20
Paper-Red Ruled	Ream	3	\$7.99	\$23.97
Paper Clips-Small	Pack/qty 1000	4	\$9.78	\$39.12
Paper Clips-Jumbo	Box/qty 1000	3	\$11.79	\$11.79
Pens, Ballpoint, Black	Dozen	1	\$9.99	\$9.99
Pencils	Pack/qty 24	2	\$4.84	\$9.68
Post-It Notes Small	Pack/qty 5	2	\$7.72	\$15.55
Printer Cartridge - HP62XL color	Each	5	\$40.76	\$203.80
Printer Cartridge - HP26A black	Each	2	\$107.93	\$215.86
Prong Fasteners	Box	2	\$6.26	\$12.58
Push Pins	Box	1	\$11.29	\$11.29
Scissors	Each	1	\$14.55	\$14.55
Rubber Bands	Bag 1/4	1	\$3.99	\$3.99
Staples - Standard	Box	2	\$5.29	\$10.58
Staples-Heavy Duty	Box/5000	5	\$12.79	\$63.95
Staples-High Capacity	Box	3	\$10.29	\$30.87
Staple Remover	Pack/3	1	\$2.36	\$2.36
Staple Remover-Heavy Duty	Each	1	\$9.99	\$9.99
Tab Dividers-Letters	Set	5	\$7.49	\$37.45
Tab Dividers-Numbers	Set	2	\$4.79	\$9.58
Tab Dividers-3 Ring Binder	Set	4	\$2.29	\$9.16
Tape - Invisible 3/4"	Pack/6	1	\$15.49	\$15.49
Tape Flags-Sign Here	Pack	1	\$7.79	\$7.79
Tape Flags-Notarize	Pack	1	\$7.99	\$7.99
<b>TOTAL</b>				<b>\$2,035.89</b>

# Annual Inventory Report of Missing or Stolen Personal State Property

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**To Report Missing or Stolen Items, State units must submit:**

1. Annual Inventory Report of Missing or Stolen Personal State Property form.

## **Submission Tip(s):**

- The report must include the assigned **DGS Control Number** along with the number of missing items and/or stolen items that are applicable to that **DGS Control Number**.
- There is no itemized list or supporting documentation required to be submitted with this annual report.
- A form must still be submitted even if there were no missing or stolen items, with the total dollar amount reflecting “**\$.00**”.
- Submit missing or stolen items using form **DGS-950-8** promptly throughout the year. Do not wait until year-end to request approval. Only those missing or stolen items that are approved by DGS should be included in the Annual Inventory Report of Missing or Stolen Personal State Property.

# Annual Inventory Report of Missing or Stolen Personal State Property



DEPARTMENT OF GENERAL SERVICES  
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION  
301 W. PRESTON STREET, ROOM 1514  
BALTIMORE, MD 21201  
(410) 767-0587

FY2025

## ANNUAL INVENTORY REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY

This form is for reporting missing or stolen personal State property which has already been reported to DGS during the period of 7-1-2024 to 6-30-2025

Agency Code:

Agency Name:

Date:

Name (please print)

Authorized Signature

Title

Address

Email Address

Telephone Number

DGS CONTROL NUMBER(S) FOR REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON DGS-950-8	NUMBER OF MISSING ITEMS	NUMBER OF STOLEN ITEMS	TOTAL NUMBER OF ITEMS (missing and stolen)	DOLLAR AMOUNT FOR REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON DGS 950-8
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
			0	\$0.00
PLEASE USE ADDITIONAL FORMS IF YOU HAVE MORE CONTROL NUMBERS	TOTAL NUMBER OF MISSING ITEMS	TOTAL NUMBER OF STOLEN ITEMS	TOTAL NUMBER OF ITEMS (missing and stolen)	TOTAL DOLLAR AMOUNT FOR ALL MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON ALL DGS 950-8 FORMS
	0	0	0	\$0.00

Only include DGS Control Numbers assigned for this fiscal year.

Submit ELECTRONICALLY on or before 09-15-2025 using the FY25 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to DGS.ANNUALREPORTS@MARYLAND.GOV

RESET FORM

PRINT FORM

Exhibit 9

Updated 3-27-2025

# Inventory Report Due Dates

## Annual Inventory Reports

**Annual Inventory  
Report of Fixed  
Assets**

**Annual Inventory  
Report of State  
Property Materials &  
Supplies**

**Annual Inventory  
Report of Missing or  
Stolen Personal  
State Property**

***Due: September 15th***



# Annual Inventory Submission Process

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# Annual Inventory Submission Process

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**For FY25**, instead of submitting your annual inventory reports to DGS via the “DGS Annual Reports Mailbox”, POCs and/or their Backup will complete an **Electronic Google Survey** that will allow them to submit all required reports and itemized lists of inventory electronically.

**On May 12<sup>th</sup>**, a **FY25 Annual Inventory Reports Survey** will be sent to each POC and Backup via their email for them to complete for their agency.

# Survey

## Google Forms


### FY25 ANNUAL INVENTORY REPORTS SURVEY

*Welcome to the Department of General Service's Maryland State Agency FY25 Annual Inventory Reporting Portal. Please read the questions carefully and submit the appropriate responses and supporting documentation.*

*Note: Before submitting the Annual Inventory Reports Survey, please ensure that all Annual Inventory Reports are fully completed. Completion and submission of your survey is contingent upon the provision of all requisite documentation.*

Select "Fill  
Out Form"

FILL OUT IN GOOGLE FORMS

Powered by  
 Google Forms

[Create your own Google Form](#)

# Survey

## FY25 ANNUAL INVENTORY REPORTS SURVEY

Welcome to the Department of General Service's Maryland State Agency FY25 Annual Inventory Reporting Portal. Please read the questions carefully and submit the appropriate responses and supporting documentation.

**Note:** Before submitting the Annual Inventory Reports Survey, please ensure that all Annual Inventory Reports are fully completed. Completion and submission of your survey is contingent upon the provision of all requisite documentation.

sherryleen.lynch@maryland.gov [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Your email

Type Your Email  
Address.

Choose your agency from  
the drop-down menu.

What is the name of your agency/department/office? \*

Please choose your specific agency/department/office

Choose

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Clear form

# Survey

## Fixed Assets Exemption

**Are you EXEMPT from filing the FY25 Annual Inventory Report of Fixed Assets? \***

*A list of the EXEMPT organizations is provided below:*

BSU - Bowie State University  
COCC-WOCO - Clerk of Circuit Court - Worcester County  
CSU - Coppin State University  
DLIS-MGA - MD General Assembly Dept. of Legislative Services  
FSU - Frostburg State University  
JUD-AOOC - Judiciary Administrative Office of the Courts  
JUD-DCM - Judiciary District Court of Maryland  
MFCA - Maryland Food Center Authority  
MSU - Morgan State University  
SMCM - St. Mary's College of Maryland  
SU - Salisbury University  
TU - Towson University  
Ubalt - University of Baltimore

If your agency is listed select  
"YES". Otherwise select "No".

*Please choose the appropriate answer that corresponds with your reporting status.*

☐ Yes

☐ No

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# Survey

## FY25 Annual Inventory Report of Fixed Assets Information

**What is your (FY24) Ending Balance June 30, 2024? \***

*Your response should be reflected in dollar (\$) amounts*

Your answer

Ending Balance for  
Fiscal Year 2024 from  
2024 Annual Report.

**What is your (FY25) Beginning Total Balance July 1, 2024? \***

*Your response should be reflected in dollar (\$) amounts*

Your answer

Beginning Balance for  
Fiscal Year 2025 from  
2024 Annual Report.

**What is your (FY25) Ending Total Balance June 30, 2025? \***

*Your response should be reflected in dollar (\$) amounts*

Your answer

Ending Balance for Fiscal  
Year 2025 from 2025  
Annual Report.

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# Survey

## FY25 Annual Inventory Report of Fixed Assets Form

Please upload your FY25 Annual Inventory Report of Fixed Assets Form \*

Upload 1 supported file: PDF, document, or spreadsheet. Max 100 MB.

 Add file

Select “Add File” and drag your file into the window or choose “Browse” to select the file you want to upload.

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# Survey

## Itemized Inventory List

**Please upload your FY25 Annual Inventory Report of Fixed Assets itemized inventory list** \*

*REQUIRED: All itemized inventory listings must include property descriptions and dollar values.*

Upload up to 10 supported files: PDF, document, or spreadsheet. Max 1 GB per file.

 Add file

Select “Add File” and drag your file into the window or choose “Browse” to select the file you want to upload.

## FY25 Annual Inventory Report of Fixed Assets Justification

*Please upload your balance discrepancy justification document*

Upload 1 supported file. Max 100 MB.

 Add file

Select “Add File” and drag your file into the window or choose “Browse” to select the file you want to upload.

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## State Property Materials and Supplies Exemption

**Are you EXEMPT from filing the FY25 Annual Inventory Report of State Property Materials and Supplies? \***

*A list of the EXEMPT organizations is provided below:*

BSU - Bowie State University  
COCC-WOCO - Clerk of Circuit Court - Worcester County  
CSU - Coppin State University  
DLIS-MGA - MD General Assembly Dept. of Legislative Services  
FSU - Frostburg State University  
JUD-AOOC - Judiciary Administrative Office of the Courts  
JUD-DCM - Judiciary District Court of Maryland  
MFCA - Maryland Food Center Authority  
MSU - Morgan State University  
SMCM - St. Mary's College of Maryland  
SU - Salisbury University  
TU - Towson University  
Ubalt - University of Baltimore

If your agency is listed  
select "Yes". Otherwise  
select "No".

*Please choose the appropriate answer that corresponds with your reporting status.*

- ☐ Yes
- ☐ No

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# Survey

## FY25 Annual Inventory Report of State Property Materials and Supplies

What is your Total Materials and Supplies Grand Total Balance for FY25? \*

*Your response should be reflected in dollar (\$) amounts*

Your answer

Grand Total is a combination of the “Dietary Total” and the “Materials & Supplies Total”.

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# Survey

## FY25 Annual Inventory Report of State Property Materials and Supplies Form

Please upload your FY25 Annual Inventory Report of State Property Materials and Supplies Form \*

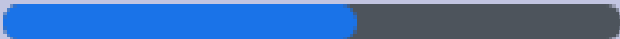
Upload up to 5 supported files: PDF, document, or spreadsheet. Max 1 GB per file.

 Add file

Select “Add File” and drag your file into the window or choose “Browse” to select the file you want to upload.

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# Survey

## Itemized Inventory List

**Please upload your FY25 Annual Inventory Report of State Property Materials and Supplies itemized inventory list** \*

*REQUIRED: All itemized inventory listings must include descriptions and dollar values. Documents explaining any discrepancies must also be submitted here.*

Upload up to 10 supported files: PDF, document, or spreadsheet. Max 1 GB per file.

 [Add file](#)

Select "Add File" and drag your file into the window or choose "Browse" to select the file you want to upload.

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[Clear form](#)

# Survey

## Missing or Stolen Personal State Property Exemption

**Are you EXEMPT from filing the FY25 Annual Inventory Report of Missing or Stolen Personal State Property?** ★

*A list of the EXEMPT organizations is provided below:*

BSU - Bowie State University  
COCC-WOCO - Clerk of Circuit Court - Worcester County  
CSU - Coppin State University  
DLIS-MGA - MD General Assembly Dept. of Legislative Services  
FSU - Frostburg State University  
JUD-AOOC - Judiciary Administrative Office of the Courts  
JUD-DCM - Judiciary District Court of Maryland  
MFCA - Maryland Food Center Authority  
MSU - Morgan State University  
SMCM - St. Mary's College of Maryland  
SU - Salisbury University  
TU - Towson University  
Ubalt - University of Baltimore

Select "Add File" and drag your file into the window or choose "Browse" to select the file that you want to upload.

*Please choose the appropriate answer that corresponds with your reporting status.*

☐ Yes

☐ No

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Clear form

# Survey



**FY25 Annual Inventory Report of Missing or Stolen Personal State Property**

**What is the total number of missing items for FY25? \***

Your answer

**What is the total number of stolen items for FY25? \***

Your answer

**What is the total amount of missing and stolen items for FY25? \***

Your answer

**What is the total dollar (\$) amount of missing and stolen items for FY25? \***

Your answer

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[Clear form](#)

# Survey



## FY25 Annual Inventory Report of Missing or Stolen Personal State Property Form

Please upload your FY25 Annual Inventory Report of Missing or Stolen Personal State Property Form \*

Upload 1 supported file: PDF, document, or spreadsheet. Max 1 GB.

 Add file

Select "Add File" and drag your file into the window or choose "Browse" to select the file you want to upload.

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# Survey

## MARYLAND STATE AGENCY FY25 ANNUAL INVENTORY REPORTS DECLARATION

For (FY25) I have submitted all of the required annual inventory reports and supporting documentation. \*

*By selecting 'yes' you fully declare that you have submitted all of the required documentation and that the information is true to the best of your knowledge.*

☐ Yes

Select "Yes" to declare that you have submitted the required reports even if you are exempt.

A copy of your responses will be emailed to the address you provided.

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Submit

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Clear form



# Resources

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# Resources

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Forms for the Annual Inventory Reports can be found at the DGS website:

<https://dgs.maryland.gov/pages/issd/index.aspx>

For additional questions, please send an email to the following email address:

[dgs.annualreports@maryland.gov](mailto:dgs.annualreports@maryland.gov)

# Question & Answer

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# Question & Answer

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