

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		<input type="checkbox"/>	<input type="checkbox"/>
Dietary Services	Other		<input type="checkbox"/>	<input type="checkbox"/>
Dietary Services	Donable Foods		<input type="checkbox"/>	<input type="checkbox"/>
DIETARY TOTAL \$				
*** ALL OTHER MATERIALS & SUPPLIES -- REQUIRED BY ALL AGENCIES ***				
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
TOTAL MATERIALS AND SUPPLIES \$				
GRAND TOTAL \$				

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: _____

Agency Code: _____

Certified By: _____

Agency Name: _____

Signature: _____

Title: _____

Email: _____

Telephone: _____

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