

ANNUAL INVENTORY REPORT OF FIXED ASSETS

The following amounts should be recorded FY26 for the period of 7-1-2025 to 6-30-2026

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, 2025								
NOTE: Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00								
Additions (a)	+							
Transfers from Construction in Progress (a)	+							
Transfers from other State Agencies (a), (b)	+							
Transfers to other State Agencies (a), (b)	-							
Disposals (a)	-							
Balances, June 30, 2026								

(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 9-15-2026 using the FY26 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to DGS.ANNUALREPORTS@MARYLAND.GOV