

# FY2026 Annual Inventory Reports Training

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Preparing Property Officers to Submit Annual  
Inventory Reports by September 15, 2026

Department of General Services | Inventory  
Standards and Support Services Division



**DEADLINE: September 15, 2026**



# Training Agenda

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# Inventory Regulation & Policy

*Legal foundation for annual inventory reporting*

## **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.

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 designated by the Secretary.

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

# Why Accurate Inventory Reporting Matters

## Overview & Purpose

### Accountability

The State is required to track all personal property acquired with public funds. Property Officers serve as the official custodians of this record.

### Compliance

DGS mandates electronic submission of all annual inventory reports by September 15. Non-compliance can trigger audit findings.

### Stewardship

Accurate records protect against loss, theft, and misuse of State assets — and support budget planning and procurement decisions.

# Exhibit 2 – Annual Inventory Report of Fixed Assets

What is it and who completes it?

## What Is Exhibit 2?

Exhibit 2 is the **Annual Inventory Report of Fixed Assets (FY2026)**. It captures all State-owned capital assets for the period **July 1, 2025 – June 30, 2026**.

Capital assets included in the following categories:

- Land and Land Improvements
- Buildings and Building Improvements
- Equipment (machinery, vehicles, IT assets, furniture)
- Construction in Progress
- Art & Historical Treasures
- Infrastructure



### Tips

**IMPORTANT: EQUIPMENT** - Certain items, such as firearms, weapons, and computer equipment (CPUs, laptops, monitors, printers), are always considered capital equipment irrespective of cost and must be included.

## Key Information Required

### Agency Code & Name

Identify your specific agency

### Authorized Signature

Must be signed by the appropriate official

### Opening Balances (July 1, 2025)

Prior year closing balance should be the same as the new opening balance

### Additions

New assets acquired during FY26

### Transfers In/Out

Assets moved between state agencies

### Disposals

Assets retired, sold, recycled, donated or destroyed

### Closing Balance (June 30, 2026)

Sum of all activity for the year

# How to Complete Exhibit 2 – Step by Step

## Annual Inventory Report of Fixed Assets

1

### Enter Agency Information

Fill in your Agency Code, Name, Address, authorized signature, title, email, and phone number at the top of the form.

2

### Record Opening Balances

Enter the July 1, 2025 balances by category: Land, Buildings, Equipment, CIP, Art & Historical, and Infrastructure. These should match your prior year's closing balances.

3

### Record All FY26 Activity

Add additions (+), transfers from CIP (+), transfers from other agencies (+), transfers to other agencies (-), and disposals (-) in each applicable column.

4

### Calculate Closing Balances

The June 30, 2026 balance = Opening + Additions + Transfers In – Transfers Out – Disposals. Verify each column totals correctly. The FY26 balance **must** match your total on your itemized inventory report.

5

### Confirm Physical Inventory

Check 'Yes' if equipment has been inventoried per the DGS Inventory Control Manual. Record the dates of last physical inventory for sensitive and non-sensitive items.

6

### Attach Back-Up Documentation

Provide supporting documentation for the categories listed (e.g., FMIS/DAFR, itemized inventory reports). Attach to the electronic submission.

# Exhibit 2 – Form Reference

## 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

FY2026

### 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: 06.20.26 Agency Name: Maryland Annual Reporting Administration Date: 09/12/2026  
Name (please print): Charlie Brown Title: CFO  
301 W. Preston St., Balto., MD 21201 Authorized Signature: [Signature] (443) 123-4567  
Address Email Address: CBrown7@maryland.gov Telephone Number

| ANNUAL SUMMARY INFORMATION                                            |   | Land and Improvements | Buildings and Improvements | Equipment          | Construction in Progress | Art & Historical Treasures | Infrastructures    | TOTALS              |
|-----------------------------------------------------------------------|---|-----------------------|----------------------------|--------------------|--------------------------|----------------------------|--------------------|---------------------|
| Balances, July 1, 2025                                                |   | \$156,168,891.00      | \$553,241,338.50           | \$1,763,630,181.79 | \$6,651,649,255.22       | \$0.00                     | \$1,836,718,942.92 | \$10,991,406,609.43 |
| NOTE: Use (+) Minus Sign/Negative Number When Subtracting - ex: -5.00 |   |                       |                            |                    |                          |                            |                    |                     |
| Additions (a)                                                         | + | \$0.00                | \$7,063,987.00             | \$1,025,040.28     | \$756,186,554.07         | \$0.00                     | \$24,788,324.00    | \$789,063,905.35    |
| Transfers from Construction in Progress (a)                           | + | \$0.00                | \$0.00                     | \$62,427,800.20    | (\$62,427,800.20)        | \$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                | (\$3,971,679.99)           | (\$38,360,275.89)  | (\$33,237,220.29)        | \$0.00                     | (\$18,574,151.45)  | (\$84,143,327.62)   |
| Balances, June 30, 2026                                               |   | \$156,168,891.00      | \$556,333,645.51           | \$1,788,722,746.38 | \$7,312,170,788.80       | \$0.00                     | \$1,842,933,115.47 | \$11,656,329,187.16 |

(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: 06/30/2026

Date of last physical inventory for non-sensitive items: 06/30/2026

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

PRINT FORM

Updated 5-18-2026

EXHIBIT 2

## Key Sections

- **① Agency Info** Agency Code, Name, authorized signature, address, email, phone
- **② Opening Balance** July 1 balances by category — should match prior year closing
- **③ Activity Rows** Additions (+), Transfers In (+), Transfers Out (-), Disposals (-)
- **④ Closing Balance** June 30 = Opening + Additions + Transfers In – Transfers Out – Disposals
- **⑤ Inventory Check** Confirm physical inventory dates for sensitive and non-sensitive items



# Back-Up Documentation Requirements

What to attach to your Exhibit 2 submission

## Exhibit 2 (Fixed Assets)

- FMIS (DAFR) / Itemized Inventory listing reports
- Itemized asset listing showing barcode, description, and acquisition cost
- Subtotals and Grand Totals should be provided for each itemized inventory report
- Grand Total on Exhibit 2 **must** match the Grand Total on your itemized inventory listing and/or DAFR
- FY26 Fixed Assets Exhibit 2 form (fully completed and authorized)
- Balance discrepancy documentation (if applicable)
- Itemized listing should include a final total

### ► Example: FY25 Fixed Assets Itemized Inventory Listing

| Asset Tag           | Asset Description          | Site                      | Location                     | Serial Number | Manufacturer | Purchase Date      | Purchase Cost | Last Audit Date |
|---------------------|----------------------------|---------------------------|------------------------------|---------------|--------------|--------------------|---------------|-----------------|
| <b>Fixed Assets</b> |                            |                           |                              |               |              |                    |               |                 |
| FA00106988          | Football Table             | New Cheltenham            | RC1                          | NOI           | Carrom       | NOI                | 704.00        | 6/30/2025       |
| FA71031             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA00106984          | G108 Bi-Angular Home Gym   | New Cheltenham            | RC3                          | NOI           | Body Solid   | NOI                | 2,299.00      | 6/30/2025       |
| FA67810             | Volleyball Net             | Victor Cullen             | GYM-Room Gym                 | NOI           | UNKNOWN      | NOI                | 1,019.00      | 6/30/2025       |
| FA36482             | Table Pool                 | MYRC                      | Base Ofc                     | NOI           | UNKNOWN      | NOI                | 650.00        | 6/30/2025       |
| FA71033             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71034             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71035             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71036             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71037             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71038             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71039             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| FA71040             | Raft                       | Meadow Mountain           | #15-Room #15                 | NOI           | Otter        | NOI                | 1,010.00      | 6/30/2025       |
| YC06884             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| YC06885             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| YC06887             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| YC06888             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| YC06889             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| YC06890             | Canoe                      | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | NOI                | 584.00        | 6/30/2025       |
| FA59346             | Table Ping Pong            | Cheltenham Youth Facility | Cornish Cottage              | NOI           | UNKNOWN      | NOI                | 500.00        | 6/30/2025       |
| FA45303             | Score Board                | Cheltenham Youth Facility | Gymnasium-Room Gym 1st Floor | NOI           | UNKNOWN      | NOI                | 650.00        | 6/30/2025       |
| FA45312             | Volley Ball Netting        | Cheltenham Youth Facility | Gymnasium-Room Gym 1st Floor | NOI           | UNKNOWN      | NOI                | 800.00        | 6/30/2025       |
| FA52663             | Proform Hybrid Trainer     | Charles Hickey School     | Pratt School RM Pratt School | NOI           | UNKNOWN      | NOI                | 500.00        | 6/30/2025       |
| FA52664             | Elliptical Machine         | Victor Cullen             | GYM-Room Gym                 | NOI           | UNKNOWN      | NOI                | 500.00        | 6/30/2025       |
| FA56553             | Treadmill                  | Charles Hickey School     | IT Storage CHHS Building#9   | NOI           | Performance  | 1/16/2014 5:00:00  | 599.99        | 6/30/2025       |
| FA56552             | Treadmill                  | Victor Cullen             | GYM-Room Gym                 | NOI           | Performance  | 1/16/2014 5:00:00  | 599.99        | 6/30/2025       |
| HQ10186             | Elliptical Machine         | D/ERC                     | ERC Southern RM Erc Southern | NOI           | Proform      | NOI                | 500.00        | 6/30/2025       |
| FA44468             | Table Tennis with Net      | WMCC                      | WMCC-Room 28                 | NOI           | UNKNOWN      | 5/4/2016 4:00:00   | 1,629.00      | 6/30/2025       |
| FA61632             | Kayak Tandem               | Meadow Mountain           | Reflections Reflections Shed | NOI           | UNKNOWN      | 6/5/2016 4:00:00   | 599.99        | 6/30/2025       |
| FA67064             | Tennis Table Fold and Roll | LESCC                     | 405                          | NOI           | NOI          | NOI                | 649.00        | 6/30/2025       |
| FA73279             | Outdoor Volleyball Pole    | Mountain View             | TBD                          | 1157059       | BSN Sports   | 10/22/2017 4:00:00 | 2,136.98      | 6/30/2025       |
| FA73861             | Hair Ball Set              | LESCC                     | Rec                          | NOI           | NOI          | 11/20/2018 5:00:00 | 617.93        | 6/30/2025       |
| FA73971             | Wine Shelving Unit         | WMCC                      | WMCC-Room 22                 | NOI           | NOI          | 4/5/2019 4:00:00   | 547.13        | 6/30/2025       |
| FA73965             | Volleyball Net Base        | WMCC                      | WMCC-Room Wmcc               | NOI           | NOI          | 4/5/2019 4:00:00   | 637.65        | 6/30/2025       |
| FA73969             | Table Tennis               | WMCC                      | WMCC-Room Wmcc               | NOI           | NOI          | 4/5/2019 4:00:00   | 854.23        | 6/30/2025       |
| FA73970             | Hot Dog Boller             | WMCC                      | WMCC-Room Wmcc               | NOI           | NOI          | 4/5/2019 4:00:00   | 899.23        | 6/30/2025       |
| FA84089             | LED Scoreboard             | BCJC                      | Detention                    | NOI           | NOI          | 5/1/2019 4:00:00   | 2,663.04      | 6/30/2025       |
| FA84755             | Treadmill                  | Backbone Mountain         | #11-Room #11                 | NOI           | NOI          | 2/1/2021 5:00:00   | 599.99        | 6/30/2025       |
| FA84756             | Treadmill                  | Backbone Mountain         | #11-Room #11                 | NOI           | NOI          | 2/1/2021 5:00:00   | 599.99        | 6/30/2025       |
| FA84794             | Proform Treadmill          | Garrett Children Center   | Administration Bldg-Room     | NOI           | NOI          | 4/12/2021 4:00:00  | 599.99        | 6/30/2025       |
| FA84066             | X Series Bike              | Victor Cullen             | GYM-Room Gym                 | NOI           | NOI          | 8/11/2021 4:00:00  | 656.10        | 6/30/2025       |
| FA84067             | X Series Bike              | Victor Cullen             | GYM-Room Gym                 | NOI           | NOI          | 8/11/2021 4:00:00  | 656.10        | 6/30/2025       |
| FA84089             | Schwinn Bike               | Victor Cullen             | GYM-Room Gym                 | NOI           | NOI          | 8/11/2021 4:00:00  | 755.10        | 6/30/2025       |
| FA84810             | Schwinn Bike               | Victor Cullen             | GYM-Room Gym                 | NOI           | NOI          | 8/11/2021 4:00:00  | 755.10        | 6/30/2025       |
| FA84811             | Soccer Goal                | Victor Cullen             | GYM-Room Gym                 | NOI           | NOI          | 8/11/2021 4:00:00  | 2,339.10      | 6/30/2025       |

# Back-Up Documentation – Fixed Assets

## Example: FY25 Fixed Assets Itemized Inventory Listing (DAFR)

K00 DAFR8190 JDP1 01 13  
CYCLE: 09/03/25 20:23 8110 CFY: 26 CFM: 03 LCY: 24 LCM: 00 FICHE: 081 RUN DATE: 09/03/25 TIME: 22:51:34 R\*STARS

STATEWIDE (000)  
DETAILED SCHEDULE OF CHANGES IN GENERAL F/A BY GL, FUNCTION AND AGENCY (CAPITALIZED, GOVERNMENTAL)  
PERCENT OF YEAR ELAPSED: 100% REPORT PERIOD= ADJUSTMENT FY= 25 DB2W V  
\*\*\*\*\*PAGE 98

SUMMARY OF CHANGES IN GENERAL F/A BY GL AND FUNCTION

| GAAP FUNCTION<br>CY BEGIN BAL                              | ADDITIONS     | DISPOSALS | TRANSFERS | PROP VALUE     | ACC. DEPREC.   |
|------------------------------------------------------------|---------------|-----------|-----------|----------------|----------------|
| 10 NATURAL RESOURCES AND RECREATION<br>730,824,830.76      | 1,144,586.59  | 0.00      | 0.00      | 731,969,417.35 | 0.00           |
| * GL: 0811 LAND AND IMPROVEMENTS<br>730,824,830.76         | 1,144,586.59  | 0.00      | 0.00      | 731,969,417.35 | 0.00           |
| 10 NATURAL RESOURCES AND RECREATION<br>709,013,178.73      | 1,250.00      | 0.00      | 0.00      | 709,014,428.73 | 389,445,887.25 |
| * GL: 0813 BUILDINGS AND IMPROVEMENTS<br>709,013,178.73    | 1,250.00      | 0.00      | 0.00      | 709,014,428.73 | 389,445,887.25 |
| 10 NATURAL RESOURCES AND RECREATION<br>154,060,078.49      | 0.00          | 0.00      | 0.00      | 154,060,078.49 | 86,648,231.52  |
| * GL: 0814 INFRASTRUCTURE & IMPROVEMENTS<br>154,060,078.49 | 0.00          | 0.00      | 0.00      | 154,060,078.49 | 86,648,231.52  |
| 10 NATURAL RESOURCES AND RECREATION<br>26,786,997.16       | 1,521,445.92  | 0.00      | 0.00      | 28,308,443.08  | 25,813,825.54  |
| * GL: 0815 EQUIPMENT<br>26,786,997.16                      | 1,521,445.92  | 0.00      | 0.00      | 28,308,443.08  | 25,813,825.54  |
| 10 NATURAL RESOURCES AND RECREATION<br>46,918,118.47       | 11,106,768.56 | 0.00      | 0.00      | 58,024,887.03  | 0.00           |
| * GL: 0817 CONSTR. IN PROGRESS<br>46,918,118.47            | 11,106,768.56 | 0.00      | 0.00      | 58,024,887.03  | 0.00           |

- If itemized inventory listing reports include separate totals for departments or subunits, they must be clearly identified, and the reports should include subtotals as well as a grand total for the entire agency.
- When using a **DAFR** as supporting documentation, ensure that the totals on the DAFR **match** the totals reported on the annual inventory report.
- When using an **itemized inventory listing** as supporting documentation, verify that the total at the bottom of the listing **matches** the total on the annual inventory report.

# Exhibit 2 – The Reconciliation Formula

Ensuring your numbers balance

$$\text{Closing Balance} = \text{Opening Balance} + \text{Additions} + \text{Transfers In} - \text{Transfers Out} - \text{Disposals}$$

This formula must balance for EACH column (Land, Buildings, Equipment, CIP, Art & Historical, Infrastructure)

## Example – Equipment Column:

| Line Item                         | Amount                | Note                                           |
|-----------------------------------|-----------------------|------------------------------------------------|
| Opening Balance (July 1, 2025)    | \$2,490,647.20        | From prior year closing                        |
| + Additions                       | \$55,100.00           | New equipment purchased in FY26                |
| + Transfers In                    | \$0.00                | From other State agencies                      |
| – Transfers Out                   | \$0.00                | To other State agencies                        |
| – Disposals                       | \$0.00                | Items disposed of in FY26                      |
| = Closing Balance (June 30, 2026) | <b>\$2,545,747.20</b> | Should match itemized inventory listing / DAFR |



**IMPORTANT:** If your closing balance *does not match* your itemized inventory list or DAFR, a justification letter explaining the discrepancy should be submitted

# DGS-950-1 – Annual Inventory Report of Materials & Supplies

What is it and who needs to complete it?

DGS-950-1 is required of non-exempt agencies. It records the dollar value of materials and supplies on hand at fiscal year-end (June 30, 2026). Values must be verified through a physical inventory or supported by inventory records confirmed within 90 days. Even if your value is zero, an agency is still required to submit this report.

## Dietary Services

Food, Donable Foods, and Other dietary-related supplies. Break out by subcategory and record both dollar value and whether verified by physical inventory or inventory records.

## Other Materials & Supplies

ALL agencies must report this section. Include all other materials and supplies not covered under dietary. Record the total dollar value on hand as of the date the physical inventory was taken.

## Grand Total

The Grand Total = Dietary Total + All Other Materials & Supplies. This figure **must** match your agency's itemized inventory listing.

 **IMPORTANT:** Place a check mark indicating Physical Inventory or Inventory Records verification for each line item.

# How to Complete DGS-950-1 – Step by Step

## Annual Report of Materials & Supplies

1

### Enter Agency Header Info

Complete the Agency Code, Agency Name, Date, Certified By, Signature, Title, Email, and Telephone fields.

2

### Report Dietary Services

If applicable, enter dollar values for Food, Donable Foods, and Other dietary subcategories. Total them in the Dietary Total field.

3

### Report Other Materials

ALL agencies must complete this section. Enter the total dollar value of all other materials and supplies on hand as of the date the physical inventory was taken. Even if your value is zero, an agency is still required to submit this report.

4

### Mark Verification Method

For each line, place a check mark in either 'Physical Inventory' or 'Inventory Records' column to indicate how values were established.

5

### Calculate Grand Total

Grand Total = Dietary Total + Total Materials & Supplies. Double-check this figure against your itemized inventory listing before submitting.

6

### Attach Back-Up Documentation

Back-up documentation supporting the reported values **must** be attached to your electronic submission via the DGS survey portal.

# DGS-950-1 – Form Reference

## Annual Inventory Report of Materials and Supplies

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

FY2026

### ANNUAL INVENTORY REPORT OF STATE PROPERTY MATERIALS AND SUPPLIES

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

| 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 *** |                 |              |                                     |                                     |
|                                                                    | Office Supplies | 14875.63     | <input checked="" type="checkbox"/> | <input checked="" 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 \$                                    |                 | 14,875.63    |                                     |                                     |
| GRAND TOTAL \$                                                     |                 | 14,875.63    |                                     |                                     |

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: 9/12/2026

Agency Code: 06.20.26

Certified By: Charlie Brown

Agency Name: Maryland Annual Reporting Administration

Signature: 

Title: CFO

Email: CBrown7@maryland.gov

Telephone: (443)123-4567

Submit ELECTRONICALLY with BACK-UP DOCUMENTATION for EACH APPLICABLE CATEGORY on or before 09-15-2026 using the FY26 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to DGS.ANNUALREPORTS@MARYLAND.GOV

Print Form

Updated 5-18-2026

DGS-950-1

## Key Sections

- ① **Agency Header** Agency Code, Agency Name, Certified By Signature, Title, Email, Phone
- ② **Dietary Services** Food, Other, and Donable Foods — dollar value + verification checkmark
- ③ **All Other Materials** Required by ALL agencies — list dollar value of all materials on hand
- ④ **Grand Total** Dietary Total + All Other Materials = Grand Total
- ⑤ **Verification Check** Mark Physical Inventory OR Inventory Records for each line item

# Back-Up Documentation Requirements

What to attach to your DGS-950-1 submission

## DGS-950-1 (Materials & Supplies)

- Itemized listing of all materials and supplies on hand
- Dietary services sub-category breakdown (if applicable)
- Grand Total on DGS-950-1 **must** match your itemized inventory listing total
- FY26 DGS-950-1 form (fully completed and authorized)

An agency's itemized inventory list include those commodities that are consumed, expended, or changed in form by use and are necessary to support normal operations.

These items **can** include:

- Office supplies (e.g., paper, pens, printer toner)
- Raw materials (used in production or maintenance)
- Building and maintenance supplies (e.g., cleaning materials, paint, hardware)
- Repair parts (for equipment maintenance)
- Items purchased for resale
- Storeroom supplies
- Food items
- Bulk Fuel on hand (if applicable)

### ► Example: FY25 Office Supplies Itemized Inventory Listing

| Office Supply Totals   |           |              |              |              |
|------------------------|-----------|--------------|--------------|--------------|
| Item                   | Unit Cost | Unit Measure | Total Counts | Total Cost   |
| 1 in binders           | 3.17      |              | 26           | \$ 82.42     |
| 3 in binders           | 7.9       | ea           | 42           | \$ 331.80    |
| binder clips           | 0.95      | dz           | 63           | \$ 59.85     |
| binder clips           | 0.95      |              | 39           | \$ 37.05     |
| Binders                | 4.99      |              | 14           | \$ 69.86     |
| black pens             | 17.99     | dz           | 30.5         | \$ 548.70    |
| blue pens              | 17.99     | dz           | 34.5         | \$ 620.66    |
| Boxes of chalk         | 3.12      |              | 2            | \$ 6.24      |
| colored pencils- Packs | 2.07      | dz           | 1            | \$ 2.07      |
| Copy Paper 8.5x11      | 55.9      | cs           | 96           | \$ 5,366.40  |
| Copy Paper 8.5x14      | 64.98     | CS           | 8            | \$ 519.84    |
| Dry erase marker       | 26.32     | bx/24        | 13           | \$ 342.16    |
| Envelopes 8x11         | 17.16     | bx           | 38           | \$ 652.08    |
| Envelopes letter       | 29.99     | bx           | 79           | \$ 2,369.21  |
| File Folder            | 12.99     | bx           | 73           | \$ 948.27    |
| File Folder Hanging    | 16.2      | bx           | 50           | \$ 810.00    |
| Gloves                 | 9.98      | each         | 180          | \$ 1,796.40  |
| glue sticks            | 6.59      | pk           | 12.5         | \$ 82.38     |
| golf pencils           | 8.14      | dz           | 13           | \$ 105.82    |
| Hand Sanitizer         | 4.29      | each         | 51           | \$ 218.79    |
| Hole Punch             | 33        | each         | 79           | \$ 2,607.00  |
| Lysol Spray            | 12.79     | each         | 60.5         | \$ 773.80    |
| Packing Tape           | 14.96     | pk/6         | 13.5         | \$ 201.96    |
| paper clips            | 5.02      | pk/10        | 40.5         | \$ 203.31    |
| paper pads             | 16.42     | dz           | 85.5         | \$ 1,403.91  |
| pencil sharpeners      | 19.38     | each         | 3.5          | \$ 67.83     |
| Pencils                | 24.04     | bx           | 12.75        | \$ 306.51    |
| Pencils                |           |              | 6            | \$ -         |
| permanent markers      | 19.04     | dz           | 12           | \$ 228.48    |
| posted notes           | 15.95     | pk           | 31           | \$ 494.45    |
| red pens               | 7.33      | dz           | 11           | \$ 80.63     |
| Rubber Bands           | 6.74      |              | 11           | \$ 74.14     |
| Scissors               | 1.94      | ea           | 17.5         | \$ 33.95     |
| Staplers               | 8.24      | ea           | 38           | \$ 313.12    |
| staples- packs         | 4.58      | dz           | 29           | \$ 132.82    |
| tape                   | 26.99     | dz           | 11.25        | \$ 303.64    |
| Tape Dispensor         | 10.23     | ea           | 16           | \$ 163.68    |
| tissues                | 1.42      | ea           | 81           | \$ 115.02    |
| White out              | 19.99     | pk/10        | 9            | \$ 179.91    |
| Wipes                  | 8.57      | ea           | 43           | \$ 368.51    |
| yellow highlighters    | 7.8       | dz           | 10.5         | \$ 81.90     |
|                        |           |              |              | \$ 23,104.55 |



# Back-Up Documentation – Materials & Supplies

Example: FY25 Office Supplies Itemized Inventory Listing

## MATERIALS AND SUPPLIES FISCAL YEAR 2025

| <u>Description</u>                 | <u>Unit</u> | <u>Price</u> | <u>Quantity</u> | <u>Cost</u>        | <u>Sub-Total</u>   |
|------------------------------------|-------------|--------------|-----------------|--------------------|--------------------|
| <b><u>Janitorial Supplies</u></b>  |             |              |                 |                    |                    |
| CLEANER- GLASS                     | CAN         | \$ 2.98      | 23              | \$ 68.54           | \$ 68.54           |
| <b><u>Stationary Supplies</u></b>  |             |              |                 |                    |                    |
| ENVELOPES- #10 PLAIN               | BX          | \$ 6.24      | 4               | \$ 24.96           |                    |
| ENVELOPES- #10 w/ Logo             | BX          | \$ 110.56    | 5               | \$ 552.80          |                    |
| ENVELOPES- #10 W/WINDOW            | BX          | \$ 155.80    | 3               | \$ 467.40          |                    |
| ENVELOPES GOVERNORS                | BX          | \$ 39.80     | 16              | \$ 636.80          |                    |
| ENVELOPES WHITE 10X13              | 100/Bundle  | \$ 27.72     | 20              | \$ 554.40          |                    |
| ENVELOPES WHITE 9X12               | 100/Bundle  | \$ 34.55     | 18              | \$ 621.90          |                    |
| PAPER- 11x 17                      | RM          | \$ 13.20     | 41              | \$ 541.20          |                    |
| PAPER- 8.5 x 11                    | Case        | \$ 39.85     | 47              | \$ 1,872.95        |                    |
| PAPER- 8.5 x 14                    | RM          | \$ 4.80      | 9               | \$ 43.20           |                    |
| PAPER LETTERHEAD BLANK             |             |              | 0               | \$ -               |                    |
| PAPER- LETTERHEAD GENERAL          | 100/Bundle  | \$ 28.73     | 25              | \$ 718.25          |                    |
| PAPER- LETTERHEAD SECRETARIAT      | 100/Bundle  | \$ 28.73     | 25              | \$ 718.25          |                    |
| PAPER- STATE SEAL BOND             | RM          | \$ 19.85     | 13              | \$ 258.05          |                    |
| BOXES -- MOVING 18" X 12 X12       | EA          | \$ 1.26      | 250             | \$ 315.00          |                    |
| BOXES -- RECORD RETENTION          | EA          | \$ 1.00      | 100             | \$ 100.00          |                    |
| BOXES -- RECYCLED                  | EA          | \$ 1.06      | 31              | \$ 32.86           |                    |
| FOLDERS - FILE LEGAL - 1/3 CUT     | BX          | \$ 14.50     | 7               | \$ 101.50          |                    |
| FOLDERS- FILE LETTER - 1/3 CUT     | 100/BX      | \$ 10.00     | 7               | \$ 70.00           |                    |
| FOLDERS- HANGING FILE LEGAL        | BX          | \$ 5.20      | 11              | \$ 57.20           |                    |
| FOLDERS- HANGING FILE LETTER       | BX          | \$ 27.98     | 4               | \$ 111.92          |                    |
| DICTIONARIES-WEBSTER'S MODERN      | EA          | \$ 7.63      | 27              | \$ 206.01          |                    |
| MAILERS, AIR BUBBLE (9 X 12)       | 25/BX       | \$ 34.55     | 4               | \$ 138.20          |                    |
| PAPER - NOTEPAD - LEGALSIZE- WHITE | DZ          | \$ 7.67      | 1               | \$ 7.67            |                    |
| PAPER- NOTEPADS 3 x 5 - 24Doz/Case | DZ          | \$ 2.50      | 20              | \$ 50.00           |                    |
| PAPER- NOTEPADS 4 x 6 - 24Doz/Case | DZ          | \$ 3.33      | 84              | \$ 279.72          |                    |
| POST-ITS- 3 x 3 - BLUE POP-UP      | DZ          | \$ 7.08      | 48              | \$ 339.84          |                    |
| POST-ITS 3X5 BLUE                  | DZ          | \$ 7.08      | 2               | \$ 14.16           |                    |
| RUBBERBANDS- #18                   | 1lb Box     | \$ 2.08      | 33              | \$ 68.64           |                    |
| WATER                              | Cases       | \$ 6.50      | 12              | \$ 78.00           | \$ 8,980.88        |
| <b>Total</b>                       |             |              |                 | <b>\$ 9,049.42</b> | <b>\$ 9,049.42</b> |

## Backup Documentation Requirements

When taking annual physical inventories, lists of all materials and supplies shall be prepared.

*Item number, description, unit of issue, last unit of issue cost and the balance on hand* expressed in both units and dollars, shall be shown for each item.

**Purpose:** Ensures accurate recordkeeping for audit, inventory control, and reconciliation.

- If itemized inventory listing reports include separate totals for departments or subunits, they must be clearly identified, and the reports should include subtotals as well as a grand total for the entire agency.
- When using a **DAFR** as supporting documentation, ensure that the totals on the DAFR match the totals reported on the annual inventory report.
- When using an **itemized inventory listing** as supporting documentation, verify that the total at the bottom of the listing matches the total on the annual inventory report.



# Exhibit 9 – Annual Inventory Report of Missing or Stolen Property

What is it and when is it required?

Exhibit 9 is used to summarize all personal State property that has been reported and approved as missing or stolen by DGS during FY2026 (July 1, 2025 – June 30, 2026). It consolidates all DGS-950-8 (Report of Missing or Stolen Personal State Property) forms submitted during the fiscal year.

## What to Report on Exhibit 9

- DGS Control Number(s) assigned to each DGS-950-8 form
- Number of Missing Items per form
- Number of Stolen Items per form
- Dollar amount associated with each DGS-950-8
- Total counts across ALL forms submitted
- Grand total dollar value of all missing/stolen property

## Key Rules & Requirements

- Only include items ALREADY approved by DGS via DGS-950-8 during FY26
- Use additional Exhibit 9 forms if you have more control numbers than fit on one
- Authorized signature and agency info required
- Submit as part of the annual inventory package by September 15, 2026
- If no missing/stolen items: still submit the form with zeros

# How to Complete Exhibit 9 – Step by Step

## Annual Report of Missing or Stolen Personal State Property

1

### Complete Agency Header

Enter your Agency Code, Agency Name, Date, Authorized Signature, Name, Title, Address, Email, and Telephone.

2

### List Each DGS-950-8 Form

For each DGS-950-8 submitted during FY26, enter the assigned DGS Control Number in the first column.

3

### Enter Missing & Stolen Counts

For each control number, record the number of Missing Items and Stolen Items separately in the corresponding columns.

4

### Record Dollar Amounts

Enter the total dollar amount of property reported on each DGS-950-8 form.

5

### Calculate All Totals

Sum the Total Number of Missing Items, Total Number of Stolen Items, Total Number of Items (combined), and the Total Dollar Amount.

6

### Submit with Full Package

Submit Exhibit 9 electronically as part of your complete annual inventory submission by September 15.

# Exhibit 9 – Form Reference

## 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

FY2026

### 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 7-1-2025 to 6-30-2026

Agency Code: 06.20.26 Agency Name: Maryland Annual Reporting Administration Date: 09/12/2026

Charlie Brown Charlie Brown CFO

Name (please print) Authorized Signature Title

301 W. Preston St., Balto., MD 21201 CBrown7@maryland.gov (443) 123-4567

Address Email Address Telephone Number

| <b>2</b> DGS CONTROL NUMBER(S) FOR REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON DGS-950-8 | <b>3</b> NUMBER OF ITEMS | NUMBER OF STOLEN ITEMS | TOTAL NUMBER OF ITEMS (missing and stolen) | <b>4</b> 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                                                                                                  |

**5** 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                                                                                                   |

Submit ELECTRONICALLY on or before 09-15-2026 using the FY26 ANNUAL INVENTORY REPORTS SURVEY. To request access to the survey, send an email to DGS.ANNUALREPORTS@MARYLAND.GOV

Updated 5-18-2026

PRINT FORM

Exhibit 9

## Key Sections

- **① Agency Info** Agency Code, Name, Date, authorized signature, address, email, phone
- **② DGS Control #s** One row per DGS-950-8 form — enter each control number assigned
- **③ Missing / Stolen** Number of missing items and number of stolen items per control number
- **④ Dollar Amounts** Dollar value of missing/stolen property per DGS-950-8 form
- **⑤ Grand Totals** Total missing, total stolen, total items, total dollar amount for all forms

# Common Errors to Avoid

Lessons learned from prior year submissions

## ✗ Opening Balance Mismatch

Prior year's closing balance should equal current year's opening balance. Always verify these match before proceeding. If mismatch occurs, a letter of justification is required to be submitted.

## ✗ No Back-Up Documentation

Submissions without supporting documentation are incomplete. Always attach FMIS (DAFR) / Itemized Inventory Listings, etc.

## ✗ Missing Authorized Signature

Every form requires an authorized signature. Unsigned submissions will be rejected.

## ✗ Math Errors in Totals

Double-check that  $\text{Opening} + \text{Additions} + \text{Transfers In} - \text{Transfers Out} - \text{Disposals} = \text{Closing Balance}$  for every column.

## ✗ Omitting Zero-Activity Forms

Even if there was no activity, you must still submit all required forms—DGS-950-1 (Materials and Supplies) and Exhibit 9 (Missing or Stolen Property)—with zeros if there are no missing or stolen items.

## ✗ Late or No Submission

The September 15 deadline is firm. Request survey access from DGS early. Do not wait until the last week.

# Best Practices for Property Officers

Tips for a smooth and accurate submission

## ✓ Start Early

Request survey access and begin gathering documentation in July — don't wait until August or September.

## ✓ Verify Opening Balances First

Before entering any FY26 activity, confirm that your July 1, 2025 balances match last year's final submission to DGS.

## ✓ Conduct Physical Inventory

If required, complete your physical inventory. For Exhibit 2, record the date on the form and mark the 'Yes' checkbox.

## ✓ Coordinate Across Departments

Fixed assets may span multiple departments. Coordinate early with all Property Officers and Accountable Officers to capture a complete picture.

## ✓ Use Negative Numbers Correctly

For Transfers Out and Disposals, enter the value as a negative number (e.g., -5,000.00) as instructed on the form.

## ✓ Keep Copies of Everything

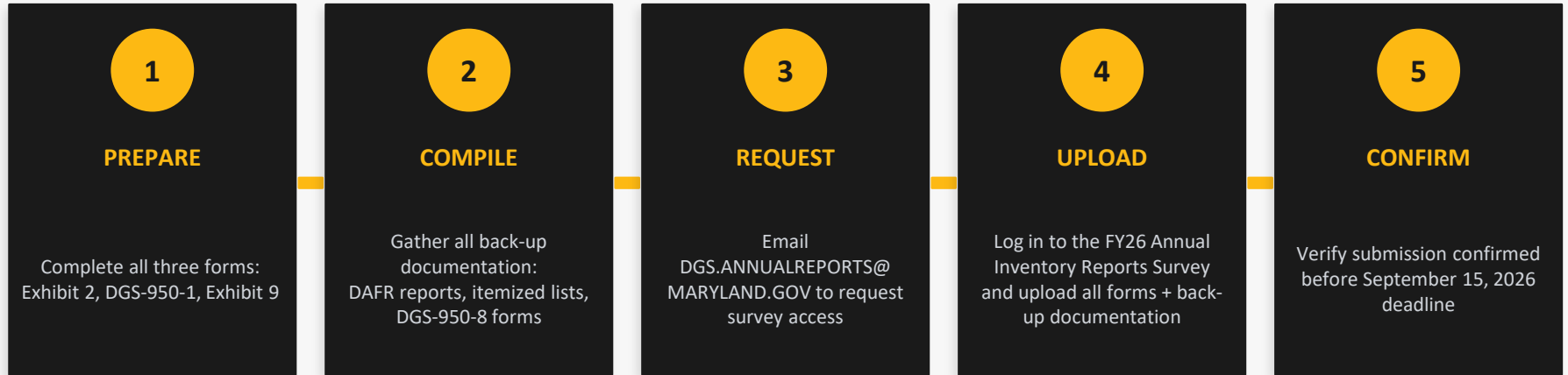
Save a copy of each completed form and all back-up documentation. Store securely in your agency records for audit purposes.

## ✓ Contact DGS with Questions

Do not guess — email [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV) with any questions well before the deadline.

# FY26 Annual Inventory Report Survey - Electronic Submission Process

How and where to submit all reports



## Submission Requirements

- All three reports (Exhibit 2, DGS-950-1, Exhibit 9) must be submitted together as one complete package.
- Back-up documentation is **REQUIRED** for the Fixed Assets and Materials and Supplies categories — submissions without back-up documentation will be considered incomplete.
- The survey portal/link is managed by DGS. Email DGS.ANNUALREPORTS@MARYLAND.GOV to request access **BEFORE** the deadline.

# Survey Step 1 – Access & Agency Selection

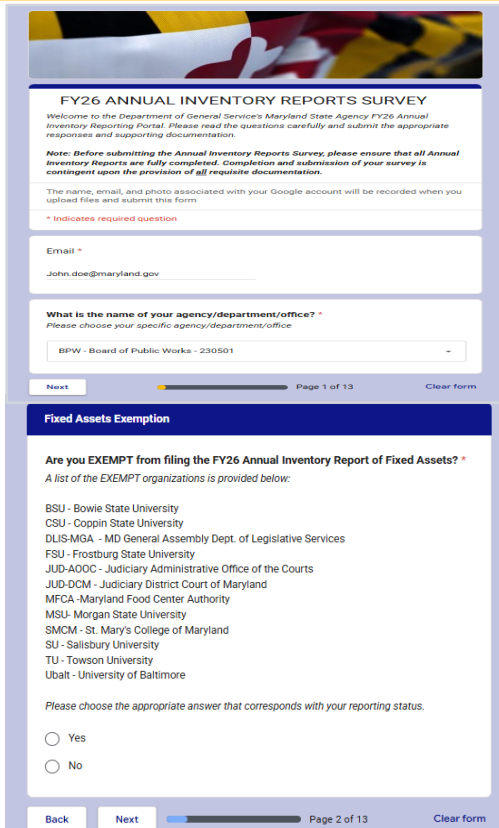
## Beginning the FY2026 Annual Inventory Reports Survey

① **Open the survey link** sent to your email from DGS. Click "Fill Out Form" to begin.

② **Enter your email address** — use your official State agency email address.

③ **Select your agency** from the drop-down menu. Choose the agency you are reporting for and hit 'Next'.

④ **Answer the exemption question** — if your agency is listed as exempt from Fixed Assets reporting, select 'YES'. Otherwise select 'No'.



The screenshot shows the first two pages of the survey. The top page, titled "FY26 ANNUAL INVENTORY REPORTS SURVEY", includes a welcome message and a note about the importance of the survey. It contains a form for entering an email address (John.doe@maryland.gov) and a dropdown menu for selecting the agency (BPW - Board of Public Works - 230501). The bottom page, titled "Fixed Assets Exemption", asks if the user is exempt from filing the report. It lists various exempt organizations, including BSU, CSU, DLIS-MGA, FSU, JUD-AOOC, JUD-DCM, MFCA, MSU, SMCN, SU, TU, and Ubal. The user is prompted to select "Yes" or "No".

**FY26 ANNUAL INVENTORY REPORTS SURVEY**  
Welcome to the Department of General Service's Maryland State Agency FY26 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.  
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 \*  
John.doe@maryland.gov

What is the name of your agency/department/office? \*  
Please choose your specific agency/department/office  
BPW - Board of Public Works - 230501

Next Page 1 of 13 Clear form

**Fixed Assets Exemption**

**Are you EXEMPT from filing the FY26 Annual Inventory Report of Fixed Assets? \***  
A list of the EXEMPT organizations is provided below:

BSU - Bowie State University  
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  
Ubal - University of Baltimore

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

☐ Yes  
☐ No

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# Survey Step 2 – Fixed Assets (Exhibit 2)

Completing the Annual Inventory Report of Fixed Assets section

## EXHIBIT 2 — Annual Inventory Report of Fixed Assets

### FY26 Annual Inventory Reports Survey — Fixed Assets Information (Page 3 of 13)

Enter FY25 ending balance, FY26 opening balance, and FY26 ending balance in dollar amounts

#### Ending Balance FY2025 (July 1 Opening)

Enter your FY2025 ending balance — this should be the same as the FY2026 opening/beginning balance. Should match your prior year closing balance.

#### Balance FY2026 (July 1, 2025)

Confirm the July 1, 2025 opening balance — should match FY2025 ending balance.

#### Ending Balance FY2026 (June 30, 2026)

Enter June 30, 2026 closing balance: Opening + Additions + Transfers In – Transfers Out – Disposals = Closing Balance.



**FY26 ANNUAL INVENTORY REPORTS SURVEY**

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

\* Indicates required question

**FY26 Annual Inventory Report of Fixed Assets Information**

**What is your (FY25) Ending Balance June 30, 2025? \***  
Your response should be reflected in dollar (\$) amounts

Your answer

**What is your (FY26) Beginning Total Balance July 1, 2025? \***  
Your response should be reflected in dollar (\$) amounts

Your answer

**What is your (FY26) Ending Total Balance June 30, 2026? \***  
Your response should be reflected in dollar (\$) amounts

Your answer

Back Next Page 3 of 13 Clear form



# Survey Step 2 – Fixed Assets (Exhibit 2)

Completing the Annual Inventory Report of Fixed Assets section (cont.)

## EXHIBIT 2 — Annual Inventory Report of Fixed Assets

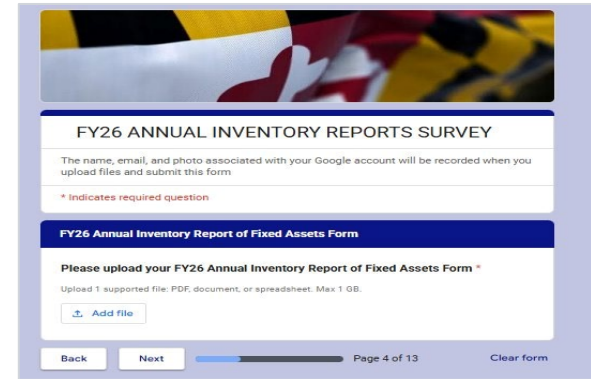
### FY26 Annual Inventory Reports Survey — Upload Forms

#### Upload Exhibit 2 Form

Select 'Add File' and drag the file into the window or browse to select to upload your completed Exhibit 2 form (PDF, document, or spreadsheet, max 1GB).

#### Upload Itemized Inventory List & Discrepancy Justification

Upload your '**FY26 itemized inventory list**' (PDF, document, or spreadsheet, max 1GB each). If a balance discrepancy exists, also upload your '**Fixed Assets Justification**' document (max 100MB).



The screenshot shows the 'FY26 ANNUAL INVENTORY REPORTS SURVEY' interface. At the top is a header with a flag image. Below it, the title 'FY26 ANNUAL INVENTORY REPORTS SURVEY' is displayed. A note states: 'The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.' A red asterisk indicates a required question. The main section is titled 'FY26 Annual Inventory Report of Fixed Assets Form'. It prompts the user to 'Please upload your FY26 Annual Inventory Report of Fixed Assets Form \*'. Below this, it says 'Upload 1 supported file: PDF, document, or spreadsheet. Max 1 GB.' and provides an 'Add file' button. At the bottom, there are 'Back' and 'Next' buttons, a progress bar, and the text 'Page 4 of 13' and 'Clear form'.



The screenshot shows the 'FY26 ANNUAL INVENTORY REPORTS SURVEY' interface, specifically the 'Itemized Inventory List' section. It prompts the user to 'Please upload your FY26 Annual Inventory Report of Fixed Assets Itemized inventory list \*'. Below this, it says 'REQUIRED: All itemized inventory listings must include property descriptions and dollar values.' and 'Upload up to 10 supported files: PDF, document, or spreadsheet. Max 1 GB per file.' and provides an 'Add file' button. The next section is titled 'FY26 Annual Inventory Report of Fixed Assets Justification' and prompts the user to 'Please upload your balance discrepancy justification document'. It says 'Upload 1 supported file. Max 100 MB.' and provides an 'Add file' button. At the bottom, there are 'Back' and 'Next' buttons, a progress bar, and the text 'Page 5 of 13' and 'Clear form'.

# Survey Step 3 – Materials & Supplies (DGS-950-1)

Completing the Annual Inventory Report of Materials & Supplies section

## DGS-950-1 — Annual Inventory Report of State Property Materials and Supplies

### Exemption Check

If your agency is listed as exempt from filing the Materials & Supplies report, select 'Yes'. Otherwise select 'No' and complete all sections.

#### State Property Materials and Supplies Exemption

**Are you EXEMPT from filing the FY26 Annual Inventory Report of State Property Materials and Supplies?**

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

BSU - Bowie State University  
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

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

☐ Yes

☐ No

Back

Next

Page 6 of 13

Clear form

# Survey Step 3 – Materials & Supplies (DGS-950-1)

*Completing the Annual Inventory Report of Materials & Supplies section (cont.)*

## DGS-950-1 — Annual Inventory Report of State Property Materials and Supplies

### Grand Total Entry

Enter the Grand Total dollar amount — this is a combination of the ‘Dietary Total’ and the ‘All Other Materials & Supplies Total’. Your response **must** be in dollars (\$) amounts.



The image shows a screenshot of a web-based survey form. At the top, there is a header image of a flag. Below the header, the title "FY26 ANNUAL INVENTORY REPORTS SURVEY" is displayed. A note states: "The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form". The main section is titled "FY26 Annual Inventory Report of State Property Materials and Supplies". The question asks: "What is your Total Materials and Supplies Grand Total Balance for FY26?" and provides a hint: "Your response should be reflected in dollar (\$) amounts". There is a text input field labeled "Your answer". At the bottom, there are "Back" and "Next" buttons, a progress bar, and the text "Page 7 of 13". A "Clear form" link is also present.

**FY26 ANNUAL INVENTORY REPORTS SURVEY**

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

**FY26 Annual Inventory Report of State Property Materials and Supplies**

**What is your Total Materials and Supplies Grand Total Balance for FY26?**  
Your response should be reflected in dollar (\$) amounts

Your answer

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# Survey Step 3 – Materials & Supplies (DGS-950-1)

*Completing the Annual Inventory Report of Materials & Supplies section (cont.)*

## DGS-950-1 — Annual Inventory Report of State Property Materials and Supplies

### Upload DGS-950-1 Form

Upload your completed DGS-950-1 form. Select 'Add File' and drag the file into the window or browse to select (PDF, doc, spreadsheet; max 1GB). All itemized inventory listings **must** include property descriptions and dollar values and grand totals.



The screenshot shows a web-based survey interface. At the top is a header image of a flag. Below it is a title bar for the "FY26 ANNUAL INVENTORY REPORTS SURVEY". A notice states that the user's Google account information will be recorded. The main section is titled "FY26 Annual Inventory Report of State Property Materials and Supplies Form". It instructs the user to upload their FY25 Annual Inventory Report of State Property Materials and Supplies Form. It specifies that up to 5 supported files (PDF, document, or spreadsheet) can be uploaded, with a maximum of 1 GB per file. There is an "Add file" button with an upload icon. At the bottom, there are "Back" and "Next" buttons, a progress bar, and the text "Page 8 of 13". A "Clear form" link is also present.

**FY26 ANNUAL INVENTORY REPORTS SURVEY**

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

**FY26 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](#)

[Back](#) [Next](#) Page 8 of 13 [Clear form](#)

# Survey Step 3 – Materials & Supplies (DGS-950-1)

*Completing the Annual Inventory Report of Materials & Supplies section (cont.)*

## DGS-950-1 — Annual Inventory Report of State Property Materials and Supplies

### Itemized Inventory List

REQUIRED: Upload the itemized inventory list for Materials & Supplies. All itemized inventory listings must include property descriptions and dollar values.

### Upload Itemized List

Select 'Add File' to upload your itemized inventory list (up to 10 supported files; PDF, doc, or spreadsheet; max 1GB per file).



The screenshot shows a web form titled "FY26 ANNUAL INVENTORY REPORTS SURVEY". At the top is a banner image of a flag. Below the title, a note states: "The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form". The main section is titled "Itemized Inventory List" and contains the instruction: "Please upload your FY26 Annual Inventory Report of State Property Materials and Supplies itemized inventory list". A required note follows: "REQUIRED: All itemized inventory listings must include descriptions and dollar values. Documents explaining any discrepancies must also be submitted here." Below this, it says "Upload up to 10 supported files: PDF, document, or spreadsheet. Max 1 GB per file." and features a button labeled "Add file" with a file icon. At the bottom of the form are "Back" and "Next" buttons, a progress bar, the text "Page 9 of 13", and a "Clear form" link.

# Survey Step 4 – Missing or Stolen Property (Exhibit 9)

*Determining if your agency is exempt from Missing or Stolen Property reporting*

## EXHIBIT 9 — Missing or Stolen Personal State Property Exemption

### What to Do on This Page

#### Step 1: Review the Exempt List

Check if your agency appears in the exempt organizations list shown on this survey page (e.g., BSU, CSU, FSU, MSU, TU, SU, and others).

#### Step 2: Select Your Answer

Select “Yes” if your agency is listed as exempt. Select “No” if your agency is NOT on the exempt list and must report missing/stolen property.

#### Step 3: Click Next

After selecting your answer, click “Next” to proceed to the Missing/Stolen totals entry page.

*⚠ Most agencies will select “No” and must complete the full missing/stolen property section.*

### Missing or Stolen Personal State Property Exemption

**Are you EXEMPT from filing the FY26 Annual Inventory Report of Missing or Stolen Personal State Property?**

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

BSU - Bowie State University  
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  
Ubal - University of Baltimore

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

- ☐ Yes  
☐ No

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# Survey Step 4 – Missing or Stolen Property (Exhibit 9)

Reporting total counts and dollar amounts for all missing and stolen property

## EXHIBIT 9 — Annual Inventory Report of Missing or Stolen Personal State Property ~ Total Entry

### Total Missing Items

Enter the total number of missing items for FY2026. Use the count from your DGS-950-8 forms. Enter 0 if none.

### Total Stolen Items

Enter the total number of stolen items for FY2026. Enter 0 if no items were stolen during the fiscal year.

### Total Combined Items

Enter the total number of missing AND stolen items combined for FY2026.

### Total Dollar (\$) Amount

Enter the total dollar (\$) amount for all missing and stolen items combined, as reported on all DGS-950-8 forms.



**FY26 ANNUAL INVENTORY REPORTS SURVEY**

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

\* Indicates required question

**FY26 Annual Inventory Report of Missing or Stolen Personal State Property**

**What is the total number of missing items for FY26?**

Your answer

**What is the total number of stolen items for FY26? \***

Your answer

**What is the total amount of missing and stolen items for FY26?**

Your answer

**What is the total dollar (\$) amount of missing and stolen items for FY26?**

Your answer

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# Survey Step 4 – Missing or Stolen Property (Exhibit 9)

*Uploading your completed Exhibit 9 form as part of the annual inventory submission*

## EXHIBIT 9 — FY26 Annual Inventory Report of Missing or Stolen Personal State Property Form

### How to Upload Your Form

#### Step 1: Prepare Your Exhibit 9

Ensure your completed Exhibit 9 / Annual Inventory Report of Missing or Stolen Personal State Property form is saved and ready to upload (PDF, Word doc, or spreadsheet format).

#### Step 2: Click “Add File”

Click the “Add file” button on the survey page and browse to your saved Exhibit 9 file. Max file size is 1 GB.

#### Step 3: Confirm & Click Next

Verify the correct file is attached, then click “Next” to proceed to the final declaration step.

**Accepted formats: PDF, document, or spreadsheet. Max 1 GB.**

*⚠ If your agency was exempt, you may skip this upload. Non-exempt agencies **MUST** attach the completed form.*



**FY26 ANNUAL INVENTORY REPORTS SURVEY**

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

**FY26 Annual Inventory Report of Missing or Stolen Personal State Property Form**

**Please upload your FY26 Annual Inventory Report of Missing or Stolen Personal State Property Form**

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

[Add file](#)

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# Survey Step 5 – Declaration & Final Submission

## Completing the Maryland State Agency FY2026 Annual Inventory Reports Declaration

### Maryland State Agency FY26 Annual Inventory Reports Declaration

1

#### Read the declaration statement

Review the full declaration — you are certifying that all required annual inventory reports and supporting documentation have been submitted and the information is true.

2

#### Select 'Yes' to declare

Select 'Yes' to declare — even if your agency is exempt from one or more reports. All agencies must complete this declaration to finalize submission.

3

#### Click 'Submit'

Click Submit to finalize your submission. A confirmation copy of your responses will be automatically emailed to the address you provided.

4

#### Save your confirmation email

Keep the confirmation email as your record of submission. If you do not receive it within 24 hours, contact [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV).

*"For FY2026 I have submitted all of the required annual inventory reports and supporting documentation."*



#### FY26 ANNUAL INVENTORY REPORTS SURVEY

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

#### MARYLAND STATE AGENCY FY26 ANNUAL INVENTORY REPORTS DECLARATION

**For (FY26) 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

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

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Submit



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# Key Deadlines & Contacts

Important dates and who to call

**April - June**

Conduct physical inventory every three years; every year for (sensitive) assets

**July - August**

Begin gathering documentation and request DGS survey access

**Sept 1–14**

Complete all forms, compile back-up documentation, upload to DGS survey portal.

**Sept 15**

**FINAL DEADLINE** — All reports must be submitted electronically by this date.

## DGS Contacts

**Inventory Standards &  
Support Services Division**

301 W. Preston Street  
Room 1514  
Baltimore, MD 21201

■ DGS.ANNUALREPORTS  
@MARYLAND.GOV

# Resources

*Forms, contacts, and reference materials for FY2026 reporting*



## Forms & Downloads

- ▶ Exhibit 2 – Annual Inventory Report of Fixed Assets
- ▶ DGS-950-1 – Annual Inventory Report of Materials and Supplies
- ▶ Exhibit 9 – Annual Inventory Report of Missing or Stolen Property
- ▶ DGS-950-8 – Report of Missing or Stolen Personal State Property
- ▶ DGS Inventory Control Manual

[dgs.maryland.gov/pages/issd/index.aspx](https://dgs.maryland.gov/pages/issd/index.aspx)



## DGS Contacts

### Inventory Standards & Support Services Division



301 W. Preston Street, Room 1514  
Baltimore, MD 21201

Michael Bracy, *Compliance Auditor*  
[Michael.Braczy@maryland.gov](mailto:Michael.Braczy@maryland.gov)

Sherryleen Lynch, *Compliance Auditor*  
[Sherryleen.lynch@maryland.gov](mailto:Sherryleen.lynch@maryland.gov)



[DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV)



For survey access issues or questions, email DGS prior to the September 15 deadline.

# Questions & Answers

## *Frequently asked questions about FY2026 Annual Inventory Reporting*

### **Q: What if I didn't receive the survey link?**

A: Email [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV) to request access before the deadline. Include your agency name and code.

### **Q: Do I still need to submit if my agency had no activity?**

A: Yes. All three forms must be submitted. Enter zeros where applicable and complete the annual declaration.

### **Q: Can I save and return to the survey?**

A: Yes. You may save your progress and return before the September 15 deadline. Do not wait until the last day.

### **Q: What file formats are accepted for uploads?**

A: PDF, Word documents, and spreadsheets (Excel) are all accepted. Maximum file size is 1GB per file.

### **Q: Who signs the forms if our Property Officer has changed?**

A: The current authorized official for your agency must sign. Contact DGS if you need to update your agency's POC information.

## Key Takeaways

- Submit all three reports: Exhibit 2, DGS-950-1, and Exhibit 9
- All submissions must include required back-up documentation
- Negative numbers required for Transfers Out and Disposals
- Verify that Opening Balance = prior year's Closing Balance
- Submit electronically via the FY26 Annual Inventory Reports Survey
- DEADLINE: September 15, 2026 — NO exceptions

**Questions? Contact DGS at [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV)**