Department of General Services
Annual Property Officer Training

2019
Inventory Standards and Support Services Division (ISSSD)

Kathryn Wilson
Director
(410) 767-0587

Jeffrey Jones
Deputy Director
(410) 767-4257

Jim Bertocchio
Statewide Disposal Manager
(410) 767-4381

Jimmie Brown
Vehicle Disposal Specialist
(410) 767-1039

Nitish Singh
Compliance Auditor
(410) 767-4664

Kurt Butler
Statewide Fuel Manager
(410) 767-4310

Terri Mitchell
Fuel Manager Assistant
(410) 767-4664

Janae Savage
DGS Property Officer
(410) 767-5531

Katie Crawford
Administrative Aide
(410) 767-8443
Inventory Standards and Support Services

Inventory Standards and Support Services oversees statewide inventory management of materials, supplies, and State personal property. This program provides agencies with technical automated inventory control assistance, establishes procedures, and auditing programs to assure compliance with State regulations and control standards. The program is responsible for the Department’s Fleet Management Program, Fixed Asset Program and the Statewide Automated Fuel Dispensing and Management System with over 100 refueling stations located in Baltimore City and every Maryland County.

Property Officer Training Calendar and Presentations

- Property Officer Training
- Calendar

Inventory Control Manual

Complete Manual

Form Updates

DGS-950-1

- Annual Report of State Property-Materials & Supplies

DGS-950-8

- Missing & Stolen State Property

DGS-950-9

- Excess Property Declaration (EPD)
- EPD Instructions

Signature Forms

- Property Officer
- Alternate Property Officer
- Fleet Manager

Exhibit 2

Annual Report of Fixed Assets (Right click to save file)

Exhibit 9

Annual Report of Missing or Stolen Personal State Property
Duties of the Property Officer

• Inventory Control Procedures
• Maintain Inventory Records
• Excess Property Disposals (EPD’s)
• Report Missing or Stolen Items
• Physical Inventory
• Test Counts
• Certify Complete Inventory
• Reconciliation of Records
• Annual Reports
• Attend Property Officer Training

Summary of Section III 01 A
Duties of Property Officers
Duties of Accountable Officers

Summary of Section III 01 B
Duties of Accountable Officers

• Tag property
• Collect, maintain and forward documentation
• Working knowledge of inventory item locations
• Conduct physical inventory + certify results
• Excess Property Disposal process
• Report Missing or Stolen
Separation of Duties

“The duties of inventory record keeping, inventory custody and physical inventory taking shall be segregated whenever practical or economically feasible.”
Standard Hierarchy for Inventory Management
Additional Communication, Cooperation and Coordination Required in Inventory Management
Agency Personnel

Questions?
Comments
Discussion
Physical Inventories

Frequency of Physical Inventories:

Sensitive Items = Yearly
Non-Sensitive Items = Every 3 Years

Sensitive vs Non-Sensitive?
Physical Inventory Steps

- Initiate the Physical Inventory
- Locate Items and Record Findings
- Research Missing Items
- Test Sampling
- Reconciliation to Detail Inventory Records
- Complete DGS-950-8 for ALL Missing Items
- Compile and Retain Documentation
- Certify Completion of the Physical Inventory
Initiate the Physical Inventory

- Email Notification
- Printed Copy of Inventoried Items
  (Count sheets or checklists)
- Distribute Scanners
- Establish Expectations
  (Time Frames and Milestones)
Locate Items and Record Findings

- Physically Locate Items
- Count Sheets or Check Lists / Scan Items
- Add New Items
- Make Notes of Any Changes in Location/Assignment
- Include items in the field (laptops, vehicles, etc.):
  - Request pictures of item AND barcode or serial number
- Note: Any Excess Items? Do Items Need Labels / Tags?
- Update and Ensure Accuracy of Detail Inventory Records
Research Missing Items

- Items may be found in another location
- Ask Accountable Officers and Agency Personnel Questions and Follow-up. Don’t Delay
- Establish, educate and enforce policies and procedures on receiving new items, moving items and disposing of excess items.
- Complete a Report of Missing or Stolen for items not found during inventory.
Reconciliation to Detail Inventory Records

- As results from the Physical Inventories come in, update the Detail Inventory Records
- Update and **correct** as necessary
- Don’t forget to update the “Last Inventoried Date”
Test Sampling

- A frequent Audit Finding
- Determine Items to Test Sample
- Maintain and Retain Documents
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION

DOCUMENTATION OF TEST SAMPLING DURING PHYSICAL INVENTORY

Initial Inventory Date: **06/01/2017**  Initial Inventory Taken by: **Aarica Dupree**

Test Sample Date: **06/30/2017**  Test Sample Taken by: **Cathe Anderson**

Total Items Inventoried: **92**

# of Test Samples: **5**

Items Sampled:

<table>
<thead>
<tr>
<th>Barcode #</th>
<th>Description</th>
<th>Location</th>
<th>Verified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0076392</td>
<td>Desk</td>
<td>Room 101</td>
<td>Yes</td>
</tr>
<tr>
<td>0078392</td>
<td>Chair</td>
<td>Room 101B</td>
<td>Yes</td>
</tr>
<tr>
<td>0079928</td>
<td>Printer</td>
<td>Room 102</td>
<td>Yes</td>
</tr>
<tr>
<td>0080990</td>
<td>Blackberry</td>
<td>Room 102</td>
<td>Yes</td>
</tr>
<tr>
<td>0074382</td>
<td>Display Board</td>
<td>Conference Room</td>
<td>Yes</td>
</tr>
</tbody>
</table>

________________________________________
Signature of Person Taking Test Samples
Certify Completion of the Physical Inventory

- Completion Certification by the Property Officer.
# Track Progress

## Physical Inventory Progress

<table>
<thead>
<tr>
<th>Accountable Officer</th>
<th>Unit</th>
<th>Date Inventory Started</th>
<th># of Items Expected</th>
<th># of Items Found</th>
<th>Test Sample Done</th>
<th># of Items Missing</th>
<th>Missing or Stolen Form filed</th>
<th>DGS Control #</th>
<th>Date Inventory Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marci</td>
<td>Office of the Secretary</td>
<td>5/1/2019</td>
<td>43</td>
<td>41</td>
<td>Yes</td>
<td>3</td>
<td>Yes</td>
<td>193030</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>Nadeem</td>
<td>Fiscal Services</td>
<td>5/1/2019</td>
<td>53</td>
<td>52</td>
<td>Yes</td>
<td>2</td>
<td>Yes</td>
<td>193030</td>
<td>5/23/2019</td>
</tr>
<tr>
<td>Toni</td>
<td>Information Technology</td>
<td>5/1/2019</td>
<td>120</td>
<td>117</td>
<td>Yes</td>
<td>5</td>
<td>Yes</td>
<td>pending</td>
<td>6/15/2019</td>
</tr>
<tr>
<td>Tammy</td>
<td>Personnel</td>
<td>5/1/2019</td>
<td>28</td>
<td>28</td>
<td>Yes</td>
<td>0</td>
<td>Yes</td>
<td>193030</td>
<td>5/21/2019</td>
</tr>
<tr>
<td>Dan</td>
<td>Maintenance</td>
<td>5/1/2019</td>
<td>58</td>
<td>57</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
<td>193033</td>
<td>6/1/2019</td>
</tr>
</tbody>
</table>

| 302                 | 295                       | 11                     |

| % Items Found       | 98%                       | 4% % Missing            |

I certify that a complete physical inventory was completed on mm/dd/yyyy

The inventory included:
- # sensitive items
- # non-sensitive items

Property Officer: ____________________________
Date: ____________________________
Compile and Retain Documentation

- Manual Worksheets
- Scan Reports
- Documentation Supporting Investigation of Missing Items (emails, memos, etc.)
- Documentation of Test Sampling
- Copies of Missing or Stolen forms.
- Certification of Inventory Completion
Questions?

Comments

Discussion

Physical Inventory
Excess Property Declarations (EPDs)

According to the DGS Inventory Control Manual: When items are no longer needed, they are to be declared to ISSSD as excess property. They should not be placed in storage, cannibalized, scrapped, junked, sold, transferred outside the agency or donated without ISSSD approval.
This includes usable and unusable items that have been replaced or that have become obsolete. It also includes property that is in excess of current requirements of the custodial agency, or is damaged, inoperable or not economical for the custodial agency to repair and maintain.
Properly Completing an EPD

```
EXCESS PROPERTY DECLARATION
STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
311 W. PRESTON STREET, ROOM 314
BALTIMORE, MARYLAND 21201
410-767-0357

Instructions:
Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.
DGS Control No.
dgs.state.md.us/propertydisposing/maryland.gov

Agency:
Sub-Unit:
Sub-Unit Code:
Address:
City/State/Zip:
Contact Person:
E-mail Address:
Phone No.:

Forwarded By:
Property Officer:
Signature:
Date:
E-mail Address:
Agency Head:
Signature:
Date:

Items listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty</th>
<th>Property Tag No. (Make, Model, and Serial Number)</th>
<th>Acquisition Cost Mlyr.</th>
<th>Life</th>
<th>Whty</th>
<th>Description Of Needed Repairs/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL:

DGS-560-9
Revised 9-23-2018
UHISSS Training - PC + DGS ACT Training Materials included EPD Form Excel.xlsx
```
<table>
<thead>
<tr>
<th>Agency</th>
<th>Department of General Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Unit</td>
<td>Inventory Standards and Support Services</td>
</tr>
<tr>
<td>Sub-Unit Code</td>
<td>280801</td>
</tr>
<tr>
<td>Address</td>
<td>301 W Preston Street</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Baltimore, MD 21201</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Nitish Singh</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:nitish.singh@maryland.gov">nitish.singh@maryland.gov</a></td>
</tr>
<tr>
<td>Phone No.</td>
<td>410-767-4664</td>
</tr>
<tr>
<td>Date</td>
<td>10/24/2019</td>
</tr>
<tr>
<td>Property Officer</td>
<td>Janae Savage</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:janae.savage@maryland.gov">janae.savage@maryland.gov</a></td>
</tr>
<tr>
<td>Agency Head</td>
<td>Kathryn Wilson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Item No.</td>
<td>Qty.</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL:     -
INSTRUCTIONS FOR COMPLETING FORM - DGS-950-9

1. **Item Number** - Number items on each declaration consecutively starting from Number 1.

2. **Quantity** - List the number of items under a single description (i.e. classroom chairs) that do not have individual equipment I. D. #"s.

3. **Property Tag Number** - List the property identification number that identifies that particular piece of property.

4. **Description** - Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make, model and serial number.

5. **Acquisition Cost and Date** - List the total purchase cost of all units and month and year acquired.

6. **Condition** - Check the column marked "Good", "Fair", or "Poor" to indicate that an item can be used "as is" without repairs or refurbishing even though it may be old, worn or obsolete, "Good" means an item is serviceable and both appearance and operation are completely satisfactory. "Fair" means an item is serviceable and the appearance or operation does not show signs of abuse or hard wear. "Poor" means an item is serviceable but abuse or hard wear is obvious in the appearance or operation. Check the column marked "Unserviceable" to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.

7. **Description of needed repairs** - If the unserviceable column is checked, describe repairs necessary to restore to "Good" condition.

8. **Trade-In Items** - Refer to the Excess Property Disposal procedures in the DGS Inventory Control Manual.

9. **Location of Property** – If the property is located somewhere different then indicated on the Excess Property Declaration it should be noted on the paperwork.

10. **Motor Vehicles** - Refer to the Appendix 1 - Stale Motor Vehicle Disposition in the DGS Inventory Control Manual.

11. **Email Completed Form(s)** to the DGS Statewide Property Disposal Mailbox: dgs.statewidepropertydisposals@maryland.gov
Send all EPD paperwork electronically to:

The DGS Statewide Property Disposal mailbox:
dgs.statewidepropertydisposals@maryland.gov
EXCESS PROPERTY DISPOSAL ORDER
STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION
301 WEST PRESTON STREET, ROOM 1514
BALTIMORE, MARYLAND 21201
410-787-0567

DGS CONTROL NO. 200578

Department or Agency: 280301 DGS
Sub-Unit: APB&G
Property Officer: JANAE SAVAGE

The following instructions pertain to your Excess Property Declaration dated: 5/31/2019

☐ Line # 7, 11
To be entered into the template on GOVDEALS.NET State of Maryland Client Server to be placed on HOLD for auction. Please ensure photos are uploaded to your template. After the item has been sold and picked up, sign Section A and return to ISSSD along with a copy of the signed payment confirmation and the buyer/agent's identification.

☐ Line # 3-6, 8
Please e-mail Hugh McLaurin at hmcclaurin@secureis.com upon receipt of this EPDO to make arrangements for pick-up of the item(s). After pick-up, sign Section A and return to ISSSD along with a copy of the Securis receipt. The Securis Invoice will be forwarded to you for payment.

☐ Line # 1-2, 9-10
Dispose of as junk or scrap. After disposal, sign Section A and return to ISSSD.

☐ Line # Transfer as requested. After transfer, sign Section A and return to ISSSD along with signed receipt from recipient.

☐ Line # Trade in as requested. After trade-in, sign Section A and return to ISSSD along with a signed receipt from the company accepting trade.

Per: Jim Bertocchio Date: 8/20/2019
Excess Property Bulletin
Vehicle Disposals
Jimmie “J.B.” Brown
410-767-1039
Excess Property Disposal

Questions?
Comments
Discussion
Missing or Stolen State Property

Stolen property, regardless of value, shall be reported immediately upon discovery to the local police department or to an agency’s internal security force.
To whom was the item assigned?

Who else had access to it?

How do you know it wasn’t stolen?

Who used it last?

Where was it kept when not in use?

Did you report it to the police?

When?

What steps have been taken to find/recover the property?

Where was it used last?

Was the item locked up?
# Report of Missing or Stolen Personal State Property

**State of Maryland**  
Department of General Services  
301 W. Preston Street, Room 1514  
Baltimore, Maryland 21201  
(410) 767-0687

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

**Basic Information:**  
- **DGS Control No.**  
- **Agency:**  
- **Sub-Unit:**  
- **Address:**  
- **Address 2:**  
- **City:**  
- **State:**  
- **Zip Code:**  
- **Accountable Officer:**  
- **Telephone:**  

**Property Officer:**  
- **Signature:**  
- **Date:**

**Department Secretary:**  
- **Signature:**  
- **Date:**

**Item Information:**  
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Stolen</th>
<th>Missing</th>
<th>Description</th>
<th>Property Tag No.</th>
<th>Purchase Data</th>
<th>Purchase Price</th>
</tr>
</thead>
</table>

**TOTAL:** $0.00

1. **For both Stolen and Missing State Property:**  
   - Item(s) identified as State property with permanent type labeling or engraving?  
     - Yes  
     - No  
   - Describe other security measures:

2. **For Missing Property Only:**  
   - Date loss was discovered
   - Date of last physical inventory
   - Explain how the loss might have occurred

**Describe Measures Taken to Prevent Future Occurrence**  

**For DGS Use Only**

---

Clear All Fields  
Print Form
Missing and Stolen forms shall be forwarded to DGS within 10 working days of discovery of loss.
MISSING AND STOLEN STATE PROPERTY
WRITE-OFF AUTHORIZATION

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION
301 WEST PRESTON STREET, ROOM 703
BALTIMORE, MARYLAND 21201
410-767-0537

DGS CONTROL NO. 181493

INSTRUCTIONS:

SECTION A: Completed by Custodial Agency and returned to Inventory Standards and Support Services Division.

Department or Agency: 280201 DGS

Sub-Unit: MARYLAND CAPITOL POLICE

Property Officer: NICHOLAS MATULA

The following instructions pertain to your Report of Missing or Stolen State Property dated: 11/9/2017

Authorization is given to remove from inventory records Item No. 1

$0.00

Please sign Section "A" and return to ISSSD.

Upon receipt of the signed copy, the write-off authorization will be considered complete.

NOTE: To help prevent future occurrences, it is essential that your agency establish precautionary measures in accordance with the procedures outlined in the DGS Inventory Control Manual.

Per: Jim Bertoschio  Data: 11/17/2017
Missing or Stolen Items

Questions?

Comments

Discussion
Inventory Control Account

A summarized history of acquisitions and disposals maintained for each category of capitalized equipment in either an automated or manual system

<table>
<thead>
<tr>
<th>CHECK NUMBER/ CODE</th>
<th>DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>PAYMENT/ DEBIT</th>
<th>DEPOSIT/ DEBIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/1/15</td>
<td>Starting Balance</td>
<td></td>
<td></td>
<td>1400 00</td>
</tr>
<tr>
<td>314</td>
<td>5/1/15</td>
<td>XYZ Electric Company</td>
<td>80 00</td>
<td></td>
<td>-80 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60 00</td>
</tr>
<tr>
<td>DD</td>
<td>5/1/15</td>
<td>ABC Employer</td>
<td></td>
<td>1500 00</td>
<td>+1500 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1560 00</td>
</tr>
<tr>
<td>315</td>
<td>5/3/15</td>
<td>Jane Doe</td>
<td>30 00</td>
<td></td>
<td>-30 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1530 00</td>
</tr>
<tr>
<td>BP</td>
<td>5/5/15</td>
<td>Netflix</td>
<td>10 00</td>
<td></td>
<td>-10 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1520 00</td>
</tr>
<tr>
<td>DC</td>
<td>5/6/15</td>
<td>XYZ Grocery Store</td>
<td>85 00</td>
<td></td>
<td>-85 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1435 00</td>
</tr>
</tbody>
</table>
Inventory Control Account should be independent of Detail Inventory Records

The duty of maintaining the Detail Inventory Records and the Inventory Control Account should not be shared by the same person.

Different source data should be used to update both the Detail Inventory Records and the Inventory Control Account.
Reconciliation of Records

**Frequency**: Inventory records for capital equipment shall be reconciled with the inventory control account at least *quarterly* for computerized systems and at least twice *annually* for manual systems.

**Adjustments**: If there is a difference, the transactions recorded during the reconciliation period shall be analyzed and the necessary adjustments made to the inventory records or to the control account as appropriate.
Completion of Reconciliation

• Approval of Adjustments

• Certification of Reconciliation

• Records Retention
Sample ICA to DIR Reconciliation

Inventory Control Account (ICA) vs. Detail Inventory Records (DIR) Reconciliation
For Period of: July 1, 2016 to September 30, 2016

<table>
<thead>
<tr>
<th>Reconciliation Adjustment</th>
<th>ICA Balance as of September 30, 2016</th>
<th>DIR Balance as of September 30, 2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$45,255.00</td>
<td>$47,985.00</td>
<td>$2,730.00</td>
</tr>
<tr>
<td>Reconciling Adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timing Difference: Tractor received and placed on DIR in September, payment not made until October 3rd.</td>
<td>$2,610.00</td>
<td>$10.00</td>
<td></td>
</tr>
</tbody>
</table>

Corrected Balance: $47,885.00

I approve the reconciling adjustment(s) noted above to the Inventory Control Account and the Detail Inventory Records, and certify the completion of this reconciliation for the period of: July 1, 2016 to September 30, 2016.

Chief Administrative Officer (or Designee) ___________________________ Date ___________
Annual Reports
Annual Report of Missing or Stolen Personal State Property

- Due August 15th.
- Include any Missing or Stolen forms assigned a DGS Control # within the Fiscal Year.
- If any DGS Control #’s are missing, or show incorrect information, the form will be returned for revision.
ANNUAL 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 FY '19 (7/1/2018-6/30/2019)

Agency Code: ____________________ Agency Name: ____________________ Date: ____________________

Name (please print) ____________________ Authorized Signature ____________________ Title ____________________

Address ____________________ Email Address ____________________ Telephone Number ____________________

<table>
<thead>
<tr>
<th>DGS CONTROL NUMBER(S) FOR REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON DGS-950-8</th>
<th>NUMBER OF MISSING ITEMS</th>
<th>NUMBER OF STOLEN ITEMS</th>
<th>TOTAL NUMBER OF ITEMS (missing and stolen)</th>
<th>DOLLAR AMOUNT FOR REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON DGS 950-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NUMBER OF ITEMS</td>
<td>TOTAL NUMBER OF STOLEN ITEMS</td>
<td>TOTAL NUMBER OF ITEMS (missing and stolen)</td>
<td>TOTAL DOLLAR AMOUNT FOR ALL MISSING OR STOLEN PERSONAL STATE PROPERTY AS REPORTED ON ALL DGS 950-8 FORMS</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE USE ADDITIONAL FORMS IF YOU HAVE MORE CONTROL NUMBERS

Forward ELECTRONICALLY TO DGS.ANNUALREPORTS@MARYLAND.GOV on or before August 15, 2019

Updated 3/31/19  
Exhibit 9
Annual Report of Materials and Supplies

- Due September 15th
- Materials and Supplies inventory should be taken within 90 days of the Fiscal Year end.
- Does my Agency have to complete this form even if we don’t have a central storeroom? YES!
ANNUAL REPORT OF STATE PROPERTY MATERIALS AND SUPPLIES

AS OF 6/30/19

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Description</th>
<th>Dollar Value</th>
<th>Physical Inventory</th>
<th>Inventory Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietary Services</td>
<td>Food</td>
<td>0.00</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dietary Services</td>
<td>Other</td>
<td>0.00</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dietary Services</td>
<td>Donable Foods</td>
<td>0.00</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**DIETARY TOTAL $**

0.00

***ALL OTHER MATERIALS & SUPPLIES—REQUIRED BY ALL AGENCIES***

<table>
<thead>
<tr>
<th>Description</th>
<th>Dollar Value</th>
<th>Physical Inventory</th>
<th>Inventory Records</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
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</tr>
</tbody>
</table>

**TOTAL MATERIALS AND SUPPLIES $**

0.00

**GRAND TOTAL $**

0.00

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: ____________________________

Forward ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY to DGS.ANNUALREPORTS@MARYLAND.GOV on or before September 15, 2019.

Updated 5/22/19
Annual Report of Fixed Assets

- Due September 15th.
- Verify that your beginning balances match your ending balances from the previous year.
  - *If they do not match, the discrepancy must be explained and documented.*
- Use negative numbers when subtracting.
- Transfers to and from other State agencies should be itemized on an attachment.
- Complete the entire form.
ANNUAL REPORT OF FIXED ASSETS

The following amounts should be recorded for the various fixed assets of this agency for the fiscal year ending June 30, 2019.

<table>
<thead>
<tr>
<th>Agency Code:</th>
<th>Agency Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Authorized Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Email Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ANNUAL SUMMARY INFORMATION</th>
<th>Land and Improvements</th>
<th>Buildings and Improvements</th>
<th>Equipment</th>
<th>Construction in Progress</th>
<th>Art &amp; Historical Treasures</th>
<th>Infrastructures</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances, July 1, 2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**NOTE:** Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00

<table>
<thead>
<tr>
<th>Additions (a)</th>
<th>Transfers from Construction in Progress (a)</th>
<th>Transfers from other State Agencies (a), (b)</th>
<th>Transfers to other State Agencies (a), (b)</th>
<th>Disposals (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ $0.00</td>
<td>+ $0.00</td>
<td>+ $0.00</td>
<td>- $0.00</td>
<td>- $0.00</td>
</tr>
</tbody>
</table>

| Balances, June 30, 2019 | $0.00 | $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: ____________

Forward ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY to DGS.ANNUALREPORTS@MARYLAND.GOV on or before September 15, 2019.

PRINT FORM

Updated 5/22/19

EXHIBIT 2
Department of General Services
Annual Property Officer Training
2019

Questions?
Comments
Discussion