



State Property Officer Training

June 2023

Welcome Property Officers

We will begin shortly ...





State Property Officer Training

June 2023

Inventory Management

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PURPOSE

Annual Property Officer Training & Certification

- To review important policies, procedures, and information related to inventory management.
- To notify Property Officers about updates and changes to policy.
- To create a forum for Property Officers to talk and interact with other Property Officers and ISSSD staff about issues, concerns, and questions they have.
- Certification for Auditors

GOALS

At the conclusion of training Property Officers will ...

- Understand the ***importance of their role*** as Property Officer in ensuring security and accountability of state assets.
- Understand the ***responsibilities*** that come with the role of Property Officer.
- Have the ***knowledge*** required ***to*** effectively ***perform*** the duties and requirements of a State Property Officer.

Agenda



- Roles & Responsibilities
- Inventory Control Manual
- Inventory Controls
- Excess Property
- Online Auctions Best Practices
- Missing or Stolen Property
- Annual Reports
- Inventory Management Resources

Roles & Responsibilities

Department of General Services

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

The Secretary shall adopt standards for maintaining stores and inventory control for all supplies required by any unit that procures supplies under General Procurement Law.

Roles & Responsibilities

State Departments/Agencies

Each agency is vested with the responsibility for the control, care, maintenance, and security of all state property within its organization **regardless of its value.** *(Inventory Control Manual Section II.01A)*

Each Department or Agency shall:

- Ensure all inventory control systems meet minimum inventory control standards.
- Designate an individual to serve as the Property Officer for the Department/Agency.
- Designate an alternate to serve as the Property Office in the event the primary Property Officer becomes unable to perform his/her duties.
- Require both the primary Property Officer and the alternate to attend the necessary training to become **certified to perform the duties of the position.**

Roles & Responsibilities

Property Officer

Delegated control responsibilities including:

- Implementation and management of written inventory control procedures
- Maintaining inventory records
- Review and submit Excess Property Disposals (EPDs)
- Reporting missing or stolen items
- Reconciliation of physical inventory and inventory records
- Performing test counts
- Certify completeness and accuracy of physical inventory
- Prepare annual reports
- Train and oversee the work of Accountable Officers

Roles & Responsibilities

Accountable Officer

Delegated custodial responsibilities including:

- Knowledge of the location of all property under their custody
- Conducting physical inventories
- Signing and appropriately managing documentation
- Tagging property
- Following proper procedures to report missing, stolen, and damaged property
- Following proper procedures to report excess property

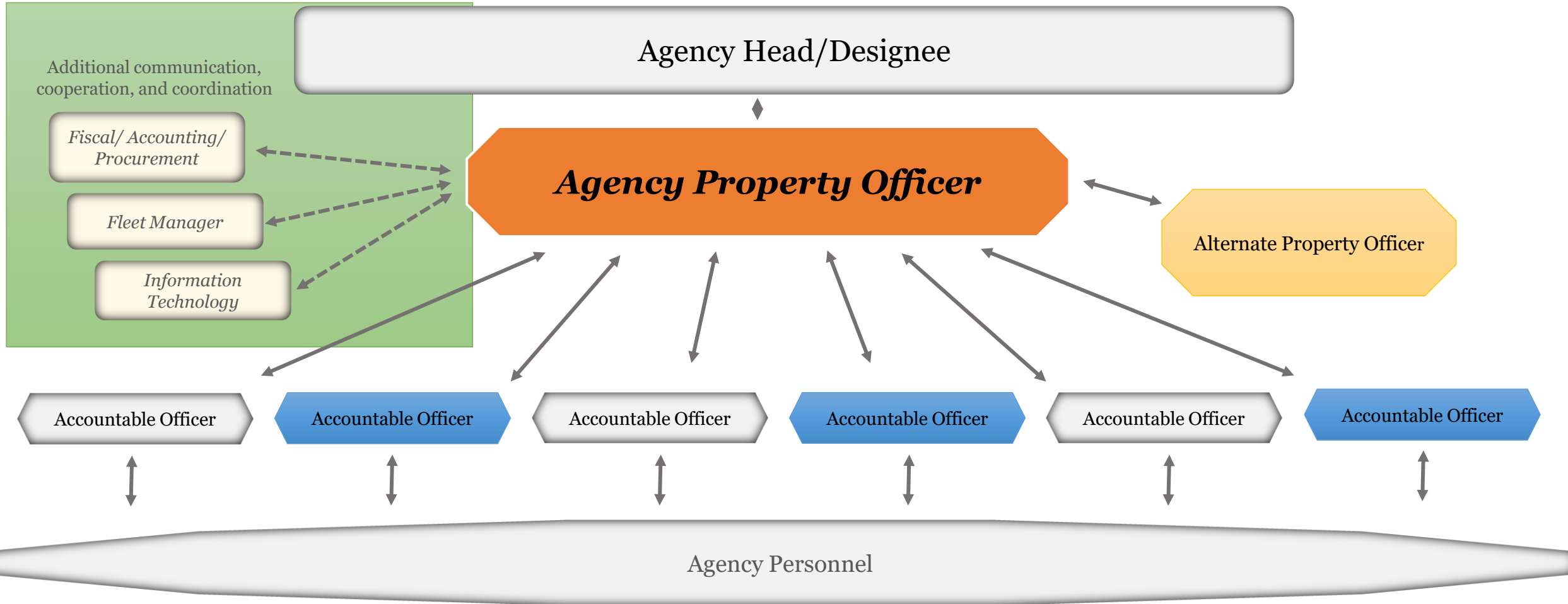
Roles & Responsibilities

Property Officer & Accountable Officer

Separation of Duties

The duties of inventory record keeping, inventory custody, and physical inventory shall be segregated whenever practical or economically feasible.

Hierarchy for Inventory Management Operations





Maryland Department of General Services

INVENTORY
STANDARDS

SUPPORT
SERVICES
DIVISION

INVENTORY CONTROL MANUAL



DEPARTMENT OF GENERAL SERVICES

***Inventory Standards & Support Services
Division***

**INTERNAL
INVENTORY
CONTROL
PROCEDURES**

Inventory Control Manual

Section I – General Provisions

Sets forth statutory authority and contains general compliance information.

Section II – Inventory Controls

Prescribes standards for maintaining and reconciling inventory records, taking and reporting physical inventories, and identifying items.

Section III – General Inventory Management Requirement

Specified internal controls for maintaining integrity over inventories and inventory operations.

Section **IV – Excess Personal Property Disposition**

Contains the procedures for disposing of state property that is unusable or in excess of requirements.

Section V – Reporting Missing and Stolen Personal Property

Prescribes procedures for reporting state property that is missing or stolen.

Section VI – Exhibits and Forms

Contains samples of inventory forms.

Inventory Control Manual

Section I – General Provisions

.02 Policies and Purposes

- A. Ensure the efficient use of capital invested in the State's inventory of equipment, materials, supplies, and food.
- B. Provide consistent guidelines for the management and protection of state property.
- C. Establish uniform procedures for reporting inventory values.
- D. Provide consistent guidelines for reporting missing and stolen state property.
- E. Dispose of excess and surplus personal property in a manner serving the best interest of the state.

Inventory Control Manual

Section II – Inventory Controls

Prescribes standards for maintaining and reconciling inventory records, taking and reporting physical inventory, and identifying items, including:

- Recordkeeping Requirements
- Physical Inventories
- Reconciliation of Property Records
- Reporting Requirements
- Equipment Identification
- Disposal of Equipment & Property
- Inventory Levels
- Inventory Withdrawals



Inventory Control Manual

Inventory Items

Land, Buildings and Improvements Thereto

Land: any land which is titled to or designated in any manner confirming ownership by the State of Maryland.

Buildings: structures for housing humans, marine, plant or animal life, materials, supplies, equipment and mechanical apparatus.

Building Improvements: changes to a structure that upgrade the value of the building such as additions, enlargements, and architectural redesigns and improvements and the like.

Materials & Supplies

Any item that is consumed, expended or changed in form by use.

Examples

- Food
- Office Supplies
- Repair Parts
- Items Purchased for Resale
- Storeroom Supplies

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Capital Equipment

Any equipment item or furnishing having a probable useful life in excess of one year and a procurement cost of \$100 or more per unit.

Examples:

- Furniture
- Machinery
- Motor Vehicles (*regardless of cost*)
- Livestock
- Firearms & Law Enforcement Equipment (*regardless of cost*)

Sensitive items with a procurement cost of \$50 or more and a useful life of one year or more.

Non-Capital Equipment

Miscellaneous equipment, furniture, desktop articles and the like having an acquisition cost less than \$100 or items with a useful life of less than one year.

Sensitive items with an acquisition cost of less than \$50.

Sensitive Items

Computer Equipment including laptops, cellphones, recording devices, portable tools, hand radios, cameras, and the like that are prone to theft and easily concealable.

Note: other items may be determined to be Sensitive if prone to theft or loss.

Inventory Control Manual

Appendix VII

Procedure for Adjusting Dollar Value Threshold for Capitalizing Equipment Assets

.01 AUTHORITY

The Board of Public Works has delegated authority to the Department of General Services to increase the threshold for capitalizing equipment assets to as high as \$500.00 for non-sensitive items and to as high as \$250.00 for sensitive items.

.02 SCOPE

These procedures apply only to capital equipment items, under the control of all units of State government which procure supplies under Division II and are required to file an Annual Report of Fixed Assets, (see Exhibit 2) under DGS as of June 30 each year.

.03 CRITERIA FOR INCREASING FIXED ASSET CAPITALIZATION THRESHOLD

In order to increase an agency's threshold amount, a written request for the increase shall be submitted by the Agency Head or Designee and shall include the following:

- A. Certification by the property officer or his designee that a physical inventory has been taken and reconciled.
- B. A Report of Missing or Stolen State Property Form (DGS-950-8) for any items that were not located during the physical inventory and any outstanding Reports of Missing or Stolen State Property that have not yet been submitted to DGS.
- C. A copy of the Agency's last Legislative Audit Report. Only submit the portion dealing with any inventory exceptions. If there were no inventory citations during the last audit, a statement to that effect shall be included in the letter of request.

Inventory Control Manual

Threshold Increase Steps

A written request to include:

Certification of a wall-to-wall physical inventory taken and reconciled

A Missing & Stolen report for items not found

Copy of any inventory exceptions on last Legislative Audit Report

Detailed list of items requested to be removed

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Section II – Inventory Controls

Detail Inventory Records vs. Inventory Control Accounts

An Inventory Control Account should be independent of the 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.

Inventory Control Manual

Section II – Inventory Controls

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.

Inventory Control Manual

DETAIL INVENTORY RECORD

Barcode	S	Building	Acquisition Date	Description	Acquisition Cost
00000023		MARTINS	4/1/2015	2015 FORD	\$ 19,800.00
00000070		MARTINS	4/1/2015	2015 FORD	\$ 19,800.00
00000106	S	MARTINS	4/1/2015	MONITOR	\$ 250.00
00000118	S	MARTINS	4/1/2015	MONITOR	\$ 250.00
00000124		MARTINS	4/1/2015	FAX MACHINE	\$ 400.00
00000140	S	MARTINS	4/1/2015	HP PRINTER	\$ 500.00
00000141	S	MARTINS	4/1/2015	CPU	\$ 1,000.00
00000142	S	MARTINS	4/1/2015	CPU	\$ 1,000.00
00000143		MARTINS	4/1/2015	CREDENZA	\$ 150.00
00000144		MARTINS	4/1/2015	CREDENZA	\$ 150.00
00000160		MARTINS	4/1/2015	DESK	\$ 450.00
00000161		MARTINS	4/1/2015	DESK	\$ 450.00
00000175		MARTINS	7/15/2016	CHAIR	\$ 250.00
00000176		MARTINS	7/15/2016	CHAIR	\$ 250.00
00000177	S	MARTINS	8/15/2016	SONY CAMERA	\$ 655.00
00000178		MARTINS	9/25/2016	JOHN DEERE TRACTOR	\$ 2,610.00
					\$ 47,965.00

Inventory Control Manual

Inventory Control Account FY17

Date	Description	Deletions	Additions	Balance
7/1/2016	FY 17 BEGINNING BALANCE			\$ 45,000.00
7/31/2016	JULY PURCHASES FROM DAFRT100		\$ 400.00	\$ 45,400.00
7/31/2016	EPDO #170387	\$ 500.00		\$ 44,900.00
8/31/2016	AUGUST PURCHASES FROM DAFRT100		\$ 655.00	\$ 45,555.00
9/30/2016	SEPTEMBER PURCHASES FROM DAFRT100		\$ -	\$ 45,555.00
9/30/2016	EPDO #170872	\$ 300.00		\$ 45,255.00

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Sample Reconciliation

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

		Inventory Control Account Balance		Detail Inventory Record Balance	Difference
	Balance as of September 30, 2016	\$ 45,255.00		Balance as of September 30, 2016	\$ 47,965.00
Reconciling Adjustment			Typo when entering two chairs into DIR. Acquisition cost entered as \$250.00 each, should be \$200.00 each.	\$ (100.00)	
Reconciling Adjustment	Timing Difference: Tractor received and placed on DIR in September, payment not made until October 3rd.	\$ 2,610.00			
	Corrected Balance	\$ 47,865.00		Corrected Balance	\$ 47,865.00
					\$ -

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

Inventory Control Manual

Section II – Inventory Controls

Completion of Reconciliation

Approval of Adjustments

Adjustments to a control account balance or to the inventory records shall be approved by someone in authority not below the level of Chief Administrative Officer (or designee) of an institution or major unit within a department or independent agency.

Certification of Reconciliation

The final control account reconciliation shall be certified in writing by someone in authority not below the level of Chief Administrative Officer (or designee) of an institution or major unit within a department or independent agency.

Records Retention

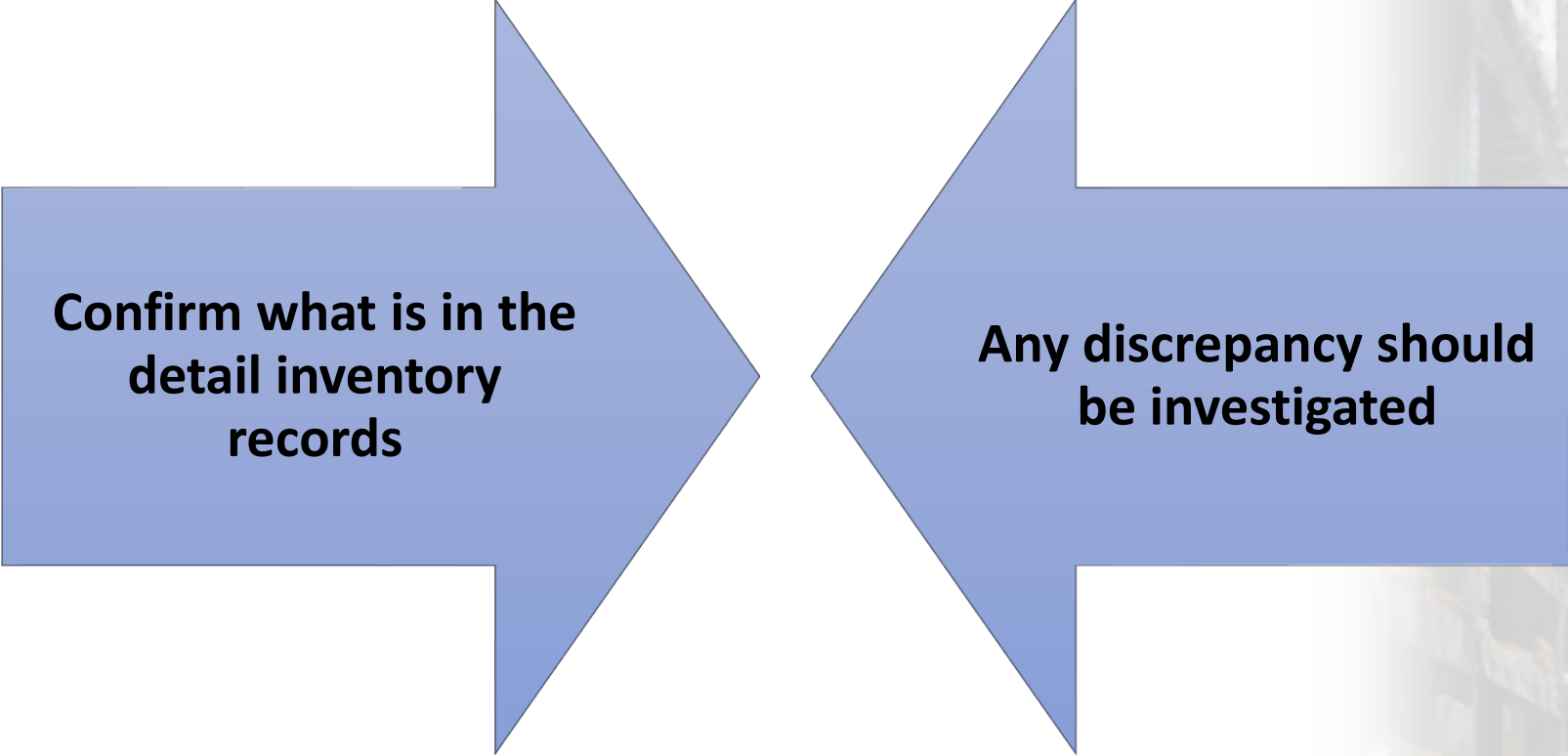
Reconciliation documents and the certification shall be kept on file in the organization for reference and audit purposes and as prescribed by the agency's record retention schedule.

Inventory Control Accounts and Reconciliations



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Purpose of Physical Inventories



**Confirm what is in the
detail inventory
records**

**Any discrepancy should
be investigated**

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Physical Inventories

Land, Buildings, and Improvements Thereto

Not Required

Capital Equipment

Sensitive Items – Required Annually

Non-Sensitive Items – Required Every 3 Years

Non-Capital Equipment

Not Required

Materials & Supplies

Annually within last 90 days of each fiscal year

Cycle Counts may be required for additional items based on value

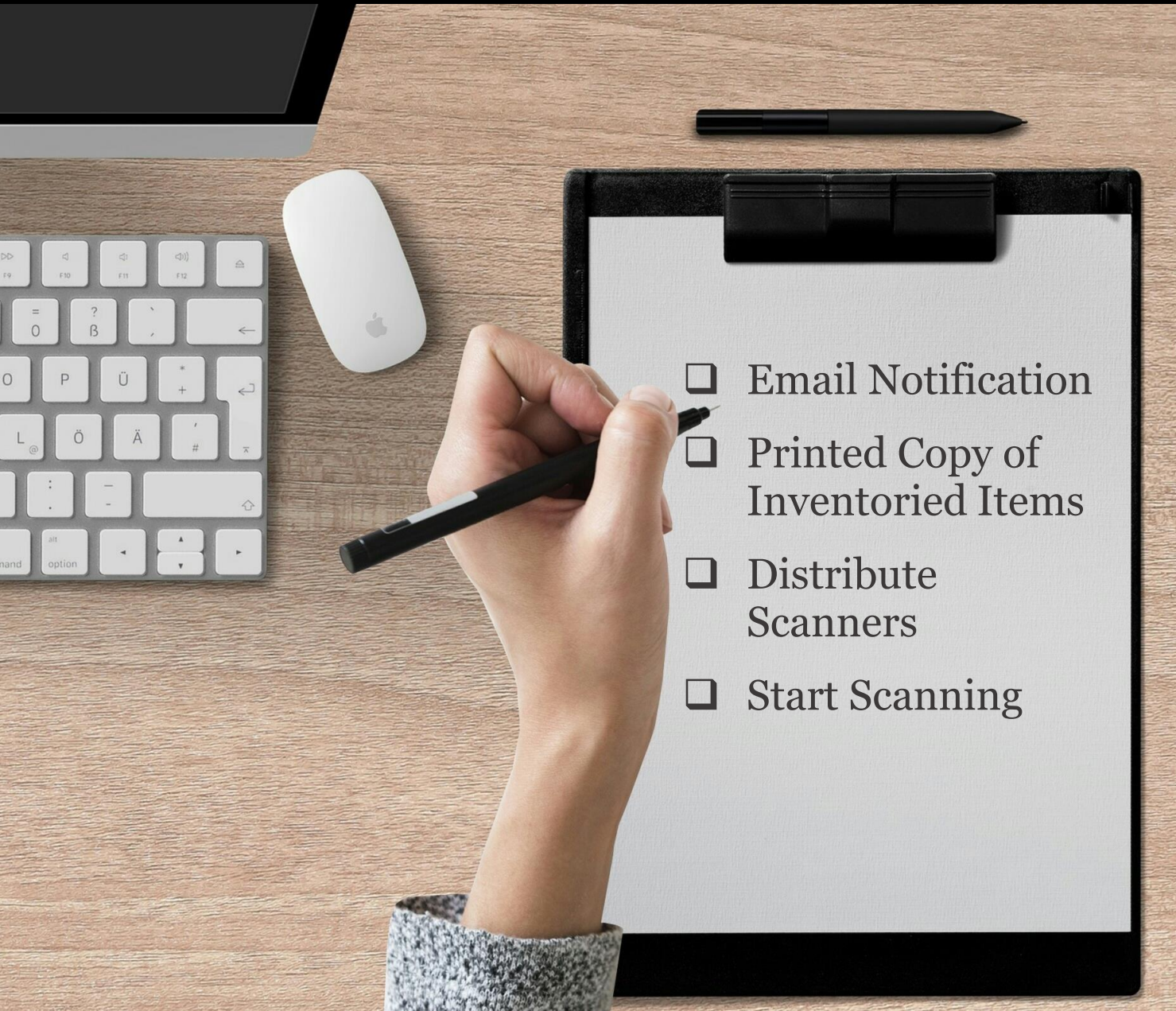


Inventory Control Manual

Steps to Conduct a Physical Inventory

1. Initiate the Physical Inventory
2. Locate Items and Record Findings
3. Research Missing Items
4. Test Sampling
5. Reconciliation to Detail Inventory Records
6. Complete DGS-950-8 for ALL Missing Items
7. Compile and Retain Documentation
8. Certify Completion of the Physical Inventory

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- ☐ Email Notification
- ☐ Printed Copy of Inventoried Items
- ☐ Distribute Scanners
- ☐ Start Scanning

Initiate the Physical Inventory

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Locate Items and Record Findings

- Physically Locate Items
- Scan Items
- Request Picture of Item AND Barcode or Serial Number
- Make Notes of Any Changes in Location/Assignment
- Are Items Excess?
- Label any Items not Labeled
- Update and Ensure Accuracy of Detail Inventory Records

Inventory Control Manual

Research Missing Items

- Found in Another Location
- Ask Questions and Follow-up, Don't Delay
- Most Often Employees are not Following Procedures

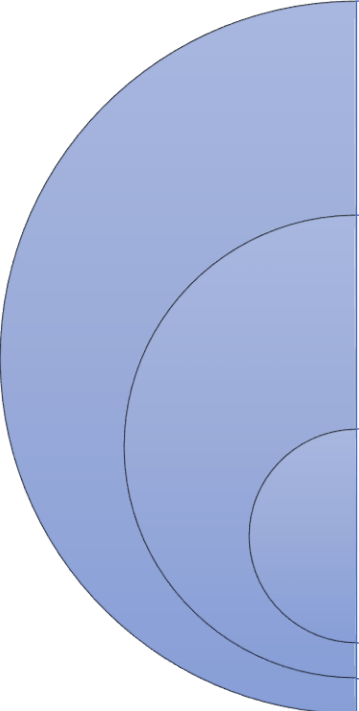
REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY						INSTRUCTIONS:	
STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. Preston Street, Room 1514 Baltimore, Maryland 21201 (410) 767-0587						1. Mail Original to: Department of General Services Inventory Standards & Support Services Division 301 W. Preston Street, Room 1514 Baltimore, MD 21201	
DGS Control No. _____						2. Attach Police Report for Stolen Property	
Agency: _____						3. Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.	
Sub-Unit: _____						Property Officer	
Address: _____						Signature _____ Date _____	
Address 2: _____						Department Secretary	
City: _____ State _____ Zip Code _____						Signature _____ Date _____	
Accountable Officer: _____							
Telephone: _____ Date: _____							
Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price	
	Stolen	Missing					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
				TOTAL		\$0.00	
1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:							
a. Item(s) identified as State property with permanent type labeling or engraving? <input type="radio"/> Yes <input type="radio"/> No							
b. Describe other security measures: _____							
2. FOR MISSING PROPERTY ONLY:							
a. Date loss was discovered: _____							
b. Date of last physical inventory: _____							
c. Explain how the loss might have occurred: _____							
Describe Measures Taken to Prevent Future Occurrence				FOR DGS USE ONLY			

DGS-950-B

Clear All Fields Print Form

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Reconcile 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"

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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:

Barcode #	Description	Location	Verified?
0076392	Desk	Room 101	Yes
0078392	Chair	Room 101B	Yes
0079928	Printer	Room 102	Yes
0080990	Blackberry	Room 102	Yes
0074382	Display Board	Conference Room	Yes

Signature of Person Taking Test Samples

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Compile and Retain Documentation

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

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Certify Completion of the Physical Inventory

- Completion Certification by the Property Officer for the Agency.



Physical Inventories



Break Time
15 Min



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Removing Items from Inventory

Land and Buildings

Regulated by State Clearinghouse for Intergovernmental Assistance, Office of Planning

Send Requests to: mdp.clearinghouse@maryland.gov

Materials and Supplies

Procedures for Inventory Withdrawals: Inventory Control Manual Section II.05.E

Procedures for Disposal of Excess Materials & Supplies: Inventory Control Manual Section IV

Non-Capital Equipment

Procedures for Disposal of Unserviceable Items: Inventory Control Manual Section II.04.F

Procedures for Disposal of Serviceable Items: Inventory Control Manual Section IV

Materials and Supplies

Procedures for Disposal of Unserviceable Items: Inventory Control Manual Section IV

Procedures for Disposal of Serviceable Items: Inventory Control Manual Section IV

Inventory Control Manual

Removing Items from Inventory

Serviceable vs. Unserviceable Item

Serviceable

An item is functional or operates satisfactorily “as is” without repairs or refurbishing.

Unserviceable

Item is inoperable in its current state.
Requires repair or refurbishing to become functional.

Examples

Copier with hard drive removed

Inventory Control Manual

Section IV – Excess Personal Property Disposition

When items are no longer needed by an Agency, they are to be declared to ISSSD as excess property. **EPD**

- Prior to declaring property as excess, an agency shall determine if **other units within** the organization have a need or use for the item.
- Items should not be placed in storage, cannibalized, scrapped, junked, sold, transferred outside the agency, or donated without ISSSD approval.

ISSSD shall determine the method of property disposition. **EPDO**

- Whenever feasible, excess property will be transferred to another state agency before other methods of disposal are considered.
- ISSSD will determine if it is in the best interest of the state to scrap, cannibalize, destroy, or donate any item.
- ISSSD will determine if an online auction sale is in the best interest of the state.

Excess Property Declaration (EPD)

[illegible]

Inventory Control Manual

Instructions for Completing an EPD

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 than indicated on the Excess Property Declaration it should be noted on the paperwork.
10. **Motor Vehicles** - Refer to the Appendix 1 - State 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**

Available on the
[DGS Website](#)

Inventory Control Manual

Instructions & Best Practices for Completing an EPD

Complete the form in its entirety.

The Contact Person should be the individual in direct possession, or access, to the item(s) listed.



Agency: Department or Agency Name
Sub-Unit: Division or Location
Sub-Unit Code: _____
Address: Location of Property (unless otherwise noted elsewhere)
City/State/Zip: _____
Contact Person: _____
E-mail Address: _____
Phone No.: _____ Date: _____

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

Ensure form is signed by all appropriate parties.

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Instructions & Best Practices for Completing an EPD

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.

Item No.	Qty.	Property Tag No.	Description (Make, Model and Serial Number)	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs/Comments
				Cost	Mo/yr.					
			Physical Appearance: Brand, Color, Material, etc.							

IMPORTANT!

Especially when marking items as fair, poor, and unserviceable.

- Include “like items” on a single EPD.
- Be sure to clearly identify the location of the item(s).
- Provide detailed, clear descriptions of all items.
 - Always include make, model, and serial numbers.
 - When applicable, provide a description of the physical appearance of the item (e.g. furniture).
 - The description provided on the EPD should match the description used on GovDeals if that is the determined method of disposal.
 - Be sure to provide a clear explanation as to why the item was marked in fair or poor condition.
 - For unserviceable (USRV) items, be sure to explain what repairs/refurbishment is needed to make the item functional or operational.

Submit completed EPD and supporting documents to
dgs.statewidepropertydisposals@maryland.gov

Making Cells Larger In EPD

Multiple Typed Rows in a Cell

Contact Person: _____

Agency Head: _____

E-mail Address: _____

Phone No.: _____ Date: _____

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.

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs / Comments
				Cost	Mo/yr.					
			Dell cpu, 9030, DX8V845	1,295.00						1 row 15
			Dell cpu, 9030 DX8V845	1,295.00						2 rows 30
			Dell cpu model 9030 sn: DX8V845	1,295.00						3 rows 45
	0		TOTAL:	3,885.00						

Right Click And Add Rows – Page 1

Forwarded By: _____

Property Officer: _____

Signature: _____ Date: _____

E-mail Address: _____

Agency Head: _____

Signature: _____ Date: _____

[illegible]

Adding Pages To An EPD

Right Click And Add Rows – Page 2

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs / Comments
				Cost	Mo/yr.					
	0		TOTAL:	-						

Inventory Control Manual

✓ EPD submitted to ISSSD

What's Next?

An Excess Property Disposal Order (EPDO) will be issued indicating the method of disposal approved by ISSSD.

Methods of Disposal:

- Transfer to another state agency
- Donation (to local government or non-profit)
- Trade-in/Scrap/Cannibalize/Destruction
- Recycle
- Auction

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 410-767-0587		INSTRUCTIONS:
DGS CONTROL NO. 222341		SECTION A: Completed by Custodial Agency and returned to Inventory Standards and Support Services Division. SECTION B: Completed by DGS and returned to Agency for record retention.
Department or Agency: 280801 DGS		
Sub-Unit: TECHNOLOGY MANAGEMENT		
Property Officer: ROMAINE MOSLEY		

The following instructions pertain to your Excess Property Declaration dated:		3/15/2022
<input checked="" type="checkbox"/>	Line # 1-5	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.
<input type="checkbox"/>	Line #	Recycle. Get 2 quotes from vendors that can recycle along with provide a certificate of destruction, a list of items received including make, item description, device serial number, and an invoice. Vendors can be found at mdrecycles.org . After recycling sign Section A and return to ISSSD with the backup documents
<input type="checkbox"/>		Dispose of as junk or scrap. After disposal, sign Section A and return to ISSSD.
<input type="checkbox"/>	Line #	Transfer as requested. After transfer, sign Section A and return to ISSSD along with signed receipt from recipient.
<input type="checkbox"/>	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: <u>Jim Bertocchio</u>		Date: <u>3/16/2022</u>

Inventory Control Manual

Inter-Agency Transfers and Donations to Local Government or Non-Profit Organizations

Excess Property Bulletin

Serviceable excess property will be listed periodically in the “Tier Section” of the online auction site notifying state agencies, local governments, and non-profit organizations of available excess property.



Inventory Control Manual

Inter-Agency Transfer (Inventory Control Manual Section IV.04.A.2)

Submit to ISSSD

- Excess Property Declaration
- **Documentation** from requesting agency

Donation (Inventory Control Manual Section IV.04.H)

Submit to ISSSD

- Excess Property Declaration
- Letter from Donee
- Statement of Surplus Property Utilization (Exhibit 3)
- IRS Exemption Letter – **Not Maryland Sales Tax Exemption**

Inventory Control Manual

Trade In - Inventory Control Manual Section IV.04.D

Scrap- Inventory Control Manual Section IV.04.E

Cannibalize - Inventory Control Manual Section IV.04.F

Destruction - Inventory Control Manual Section IV.04.G

Excess Property Disposal



Inventory Control Manual

Online Auctions (Inventory Control Manual Section IV.04.C)

Current Vendor:



Online Auctions

Best Practices

Posting to GovDeals

- ★ Use the **template**
 - Provides standard language that MUST be included in all auctions.
- ★ Appropriately **group products**
 - Group related products
 - Include a reasonable number of items
- ★ Select an accurate **product category**
 - Select the category that most accurately describes the items you are selling

Online Auctions

Best Practices

Product Descriptions

★ **Be sure that the information posted to GovDeals matches the information on the EPD.**

★ **Clearly state:**

- A list of all items being sold
- Description of each item
- The quantity of each item
- The condition of each item
- Location of all items

★ **Provide thorough descriptions, including:**

- Brand, Make, Model of each item
- Material
- Color
- Size (dimensions)
- Weight
- Serial Number

★ Refer to the photographs when providing descriptions.

Online Auctions

Example

Product Descriptions

Model numbers should be included in a description.

Bidders should not have to ask for this information.

Condition	Category	Inventory ID
Used/See Description	Computer Monitors	222287
One (1) Lot of twelve (12) Monitors - One (1) Dell Monitor and Eleven (11) Hewlett Packard Monitors. Items sold as is and inspection not allowed. Please contact Pamela Lacey, pam.lacey@maryland.gov or Doug Lyford, doug.lyford @maryland.gov to arrange purchased removal. Thank you.		

? Questions and Answers

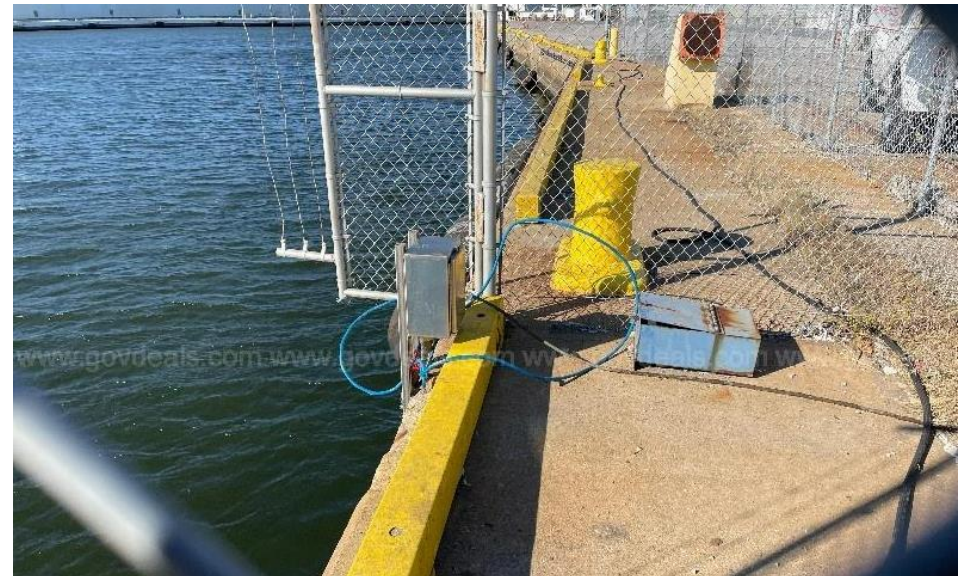
Q: Hello - could you kindly share the model numbers? Resolution varies in this size range of monitor and resolution will drive the max bid i'd be interested in placing. Model numbers will help me lookup the resolution. (4/1/22 6:48 PM)
A: Model Numbers are ZR24W, LA2206XC, thank you for your interest! (4/7/22 9:44 AM)

Online Auctions

Relevant Pictures



What is being sold?



Online Auctions

Relevant Pictures

ALL EQUIPMENT IS BEING SOLD IN " AS IS CONDITION" ALL HARD DRIVES HAVE BEEN REMOVED PER COVID-19 PRECAUTIONS PLEASE WEAR A MASK WHEN PICKING UP YOUR EQUIPMENT

(4 ASSETS)

(2) LEXMARK MODEL T642 PRINTERS (1) LEXMARK MODEL OPTRA S1855 PRINTER (1) LEXMARK MODEL X342N PRINTER



Would you buy this?

Online Auctions

Best Practices

Photographs

Photograph like items

- Same or similar products
- Items in a set
- Items that operate together
- Items that make a complete package

Include photos of every item being sold

- Except when:
 - All items are the exact same; and
 - All items are in equal condition; and
 - This information is clearly stated in the description

Photographs should show the entire product

- Show top, bottom, inside, outside, etc.
- Take pictures from different angles
- Specifically, of any areas/parts that have any damage or defect

Label the photos

- Place sticky notes on items when taking photos
- Sequentially number items/photos and refer to this label in the description

Online Auctions

Best Practices

Photographs

★ *Prep the item(s)*

- **Remove** dust, dirt, and debris before taking photos
 - It should not appear as though the items have just been “sitting around collecting dust”
- **Organize** the items
 - Stacked items should be neatly stacked
 - Items on shelves should be neatly displayed
 - Items should not appear to have been thrown, dumped, or tossed on a shelf or in a pile
- **Stage** the items
 - Put items in sets together as though they would be used
 - Stage furniture items as though they were being used in a room

★ *Uploading photos to GovDeals*

- If a photo appears blurry or out of focus, retake it.
- Upload photos in the “right direction” (not upside down or sideways)



Online Auctions

Customer Service Standards

The Buyer is the Customer!!!!!!

Your Responsibilities as the Seller:

- Be responsive.
- Be courteous.
- Be accommodating, have items segregated, ready for pickup

? Questions and Answers

Q: Hello - could you kindly share the model numbers? Resolution varies in this size range of monitor and resolution will drive the max bid i'd be interested in placing. Model numbers will help me lookup the resolution. (4/1/22 6:48 PM)

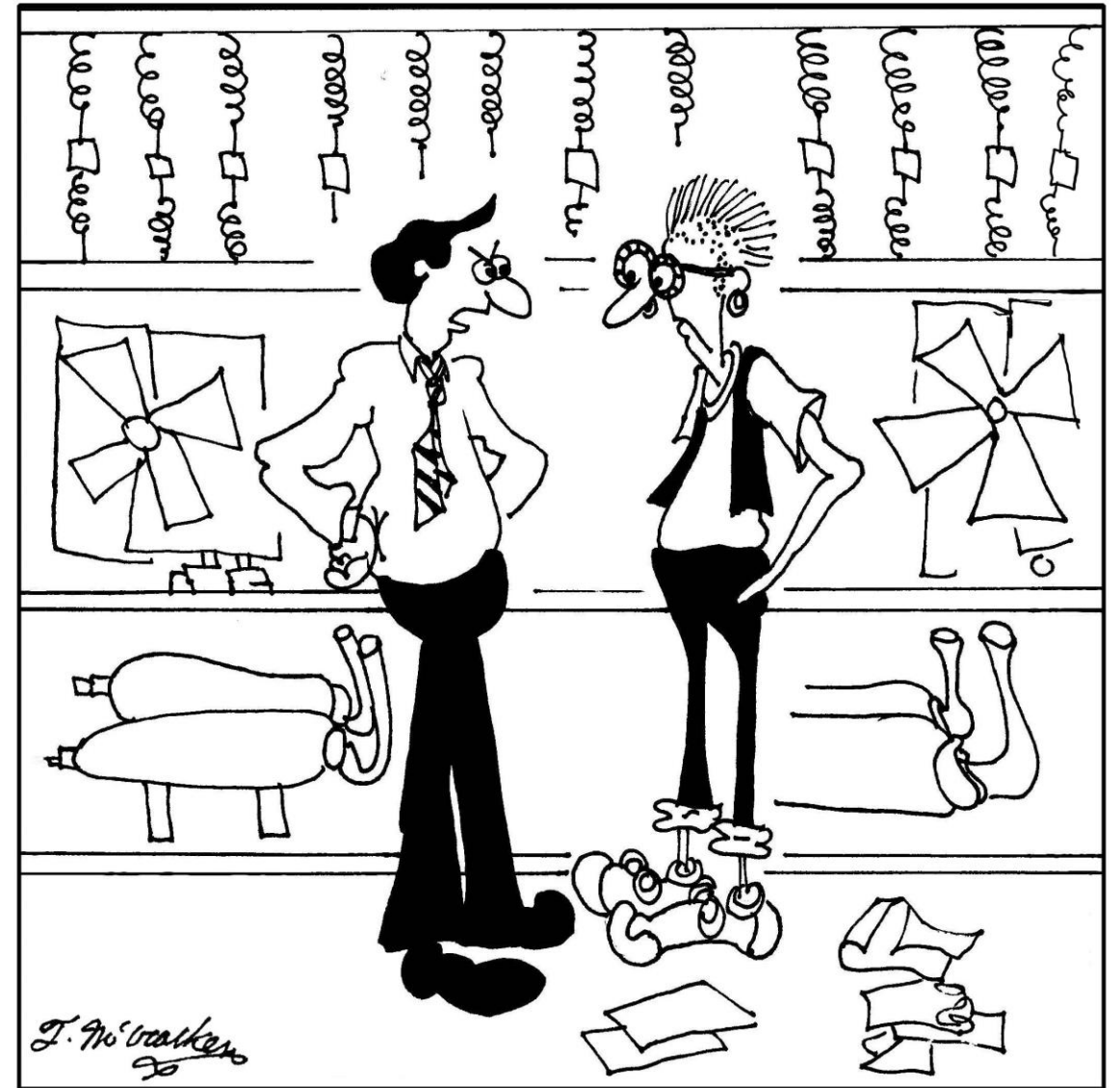
A: Model Numbers are ZR24W, LA2206XC, thank you for your interest (4/7/22 9:44 AM)

Tip: **Monitor** bidder questions and **respond** within 24 business hours.

Online Auctions




Break Time
15 Min



"When I ask what our inventory is
'What ever' is not an acceptable answer."

Inventory Control Manual

What's Next?

- ☑ EPD submitted to ISSSD
 - ☑ A Excess Property Disposal Order (EPDO) will be issued indicating the method of disposal approved by ISSSD.
- 

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 410-767-0587 DGS CONTROL NO. 222341	INSTRUCTIONS: SECTION A: Completed by Custodial Agency and returned to Inventory Standards and Support Services Division. SECTION B: Completed by DGS and returned to Agency for record retention.
---	---

Department or Agency:	280801 DGS
Sub-Unit:	TECHNOLOGY MANAGEMENT
Property Officer:	ROMAINE MOSLEY

The following instructions pertain to your Excess Property Declaration dated: 3/15/2022

<input checked="" type="checkbox"/>	Line # <u>1-5</u>	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.
<input type="checkbox"/>	Line # _____	Recycle. Get 2 quotes from vendors that can recycle along with provide a certificate of destruction, a list of items received including make, item description, device serial number, and an invoice. Vendors can be found at mdrecycles.org . After recycling sign Section A and return to ISSSD with the backup documents
<input type="checkbox"/>	Line # _____	Dispose of as junk or scrap. After disposal, sign Section A and return to ISSSD.
<input type="checkbox"/>	Line # _____	Transfer as requested. After transfer, sign Section A and return to ISSSD along with signed receipt from recipient.
<input type="checkbox"/>	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: <u>Jim Bertocchio</u>	Date: <u>3/16/2022</u>
----------------------------	------------------------

Inventory Control Manual

What's Next?

- ☒ EPD submitted to ISSSD
- ☒ A Excess Property Disposal Order (EPDO) will be issued indicating the method of disposal approved by ISSSD.
- ☐ When disposal is completed, sign EPDO and return to ISSSD along with any required supporting documentation (based on disposal method).

The following instructions pertain to your Excess Property Declaration dated: 3/15/2022

<input checked="" type="checkbox"/>	Line # <u>1-5</u>	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.
<input type="checkbox"/>	Line # _____	Recycle. Get 2 quotes from vendors that can recycle along with provide a certificate of destruction, a list of items received including make, item description, device serial number, and an invoice. Vendors can be found at mdrecycles.org . After recycling sign Section A and return to ISSSD with the backup documents
<input type="checkbox"/>	_____	Dispose of as junk or scrap. After disposal, sign Section A and return to ISSSD.
<input type="checkbox"/>	Line # _____	Transfer as requested. After transfer, sign Section A and return to ISSSD along with signed receipt from recipient.
<input type="checkbox"/>	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: 3/16/2022

SECTION A: Custodial Agency shall complete this section and return a copy of this order to the Inventory Standards and Support Services Division.

I certify that the disposal action(s) indicated above have been completed.

Romaine Mosley 04/15/2022
Signature of the Property Officer Date

SECTION B: Removal of the above-referenced items from your inventory records is hereby authorized.

JBertocchio 4/18/22
Inventory Standards and Support Services Division Date

Inventory Control Manual

What's Next?

- ☒ EPD submitted to ISSSD
- ☒ A Excess Property Disposal Order (EPDO) will be issued indicating the method of disposal approved by ISSSD.
- ☒ When disposal is completed, sign EPDO and return to ISSSD along with any required supporting documentation (based on disposal method).
- ☐ ISSSD will issue approval to remove items from inventory.

The following instructions pertain to your Excess Property Declaration dated: 3/15/2022

- | | | |
|-------------------------------------|----------------------|---|
| <input checked="" type="checkbox"/> | Line #
<u>1-5</u> | 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. |
| <input type="checkbox"/> | Line #
_____ | Recycle. Get 2 quotes from vendors that can recycle along with provide a certificate of destruction, a list of items received including make, item description, device serial number, and an invoice. Vendors can be found at mdrecycles.org . After recycling sign Section A and return to ISSSD with the backup documents |
| <input type="checkbox"/> | _____ | Dispose of as junk or scrap. After disposal, sign Section A and return to ISSSD. |
| <input type="checkbox"/> | Line #
_____ | Transfer as requested. After transfer, sign Section A and return to ISSSD along with signed receipt from recipient. |
| <input type="checkbox"/> | 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: 3/16/2022

SECTION A: Custodial Agency shall complete this section and return a copy of this order to the Inventory Standards and Support Services Division.

I certify that the disposal action(s) indicated above have been completed.

Romaine Mosley 04/15/2022
Signature of the Property Officer Date

SECTION B: Removal of the above-referenced items from your inventory records is hereby authorized.

JBertocchio 4/18/22
Inventory Standards and Support Services Division Date

Inventory Control Manual

Excess Property – Special Requirements

Firearms & Other Law Enforcement Weapons

Inventory Control Manual Section IV.04.I

Personal Property Acquired Under a Federal Grant or Cooperative Agreement

Inventory Control Manual Appendix Section IV.05

Motor Vehicles

Inventory Control Manual Appendix I

Inventory Control Manual

Appendix I – State Motor Vehicle Dispositions

Includes: automobiles, vans, light and heavy-duty trucks, special industrial vehicles/equipment, motorcycles, and other such equipment contrived for conveying passengers or objects.

Disposition of state vehicles shall be **authorized** by the Department of Budget & Management (DBM) State Fleet Administrator.

The **method** of disposition shall be determined by the Department of General Services.

Inventory Control Manual

Appendix I – State Motor Vehicle Dispositions

Operable Vehicle

The vehicle can be transported to the disposal site via normal operation.

Procedures outlined in the Inventory Control Manual

Appendix I.A: Operable Vehicles Approved for Trade-In/Replacement

Appendix I.C: Operable Vehicles NOT Scheduled for Trade-In/Replacement

Inoperable Vehicle

The vehicle requires alternate means of transport to get to a disposal site.

Procedures outlined in the Inventory Control Manual

Appendix I.B: Inoperable Vehicles Approved for Trade-in/Replacement

Appendix I.D: Inoperable Vehicles Involved in an Accident

Appendix I.E: Inoperable Vehicles NOT Involved in an Accident

Inventory Control Manual

Alternate Methods of Vehicle Disposal

Vehicles Authorized to be Sold to the Highest Bidder (Appendix I.G)

Vehicle Transfers (Appendix I.H)

Vehicle Donations (Appendix I.I)

Missing and Stolen Vehicles (Appendix I.G)



Excess Property Disposal



Inventory Control Manual

Section V – Reporting Missing and Stolen Personal Property

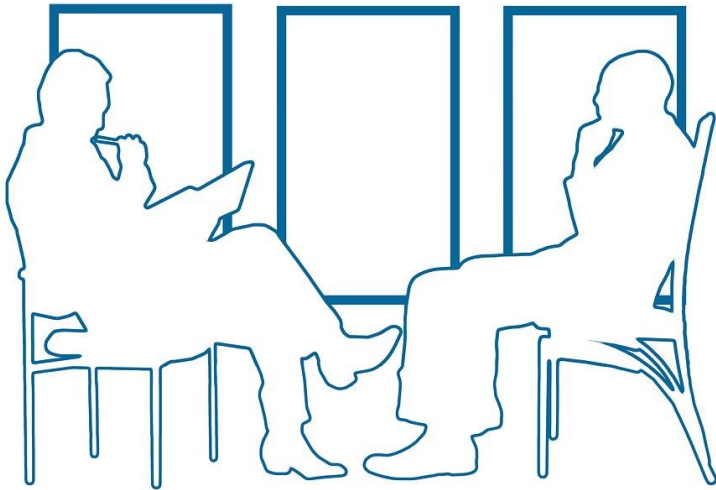
Missing vs. Stolen

What is considered “missing” vs. “stolen”?

Stolen property, regardless of value, shall be reported **immediately** upon discovery to the local police department or to an agency’s internal security force if the security force has local police jurisdiction and personnel responsible for investigating theft.

Inventory Control Manual

Obtain a written statement from the individual who was in possession of the item.



- How do you know the item was stolen?
- Where was it last seen/used?
- Who last saw/used the item?
- Where was it kept when not in use?
- Was the item kept in a locked area/space?
- Who had access to the area/space?
- What steps have been taken to find/recover the property?
- Did you report the theft to the police? When?

Inventory Control Manual

REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY				INSTRUCTIONS:		
STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. Preston Street, Room 1514 Baltimore, Maryland 21201 (410) 767-0587				1. Mail Original to: Department of General Services Inventory Standards & Support Services Division 301 W. Preston Street, Room 1514 Baltimore, MD 21201		
DGS Control No. _____				2. Attach Police Report for Stolen Property		
Agency: _____				3. Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.		
Sub-Unit: _____				Property Officer		
Address: _____				Signature _____ Date _____		
Address 2: _____				Department Secretary		
City: _____ State _____ Zip Code _____				Signature _____ Date _____		
Accountable Officer: _____				Signature _____ Date _____		
Telephone: _____ Date: _____				Signature _____ Date _____		
Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL						\$0.00
1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:						
a. Item(s) identified as State property with permanent type labeling or engraving? <input type="radio"/> Yes <input type="radio"/> No						
b. Describe other security measures: _____						
2. FOR MISSING PROPERTY ONLY:						
a. Date loss was discovered: _____						
b. Date of last physical inventory: _____						
c. Explain how the loss might have occurred: _____						
Describe Measures Taken to Prevent Future Occurrence				FOR DGS USE ONLY		

DGS-950-8

Clear All Fields Print Form

Accountable Officers complete Report of Missing or Stolen Personal State Property (DGS-950-8)

Property Officer signs indicating they reviewed the report.

Department **Secretary or agency head** will be required to sign off before the loss can be written off.

The signed form shall be submitted to DGS ISSSD within 10 days of discovery of loss.

Note: if property is reported as stolen, a copy of the police report should accompany this form when submitted.

Inventory Control Manual

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 1514 BALTIMORE, MARYLAND 21201 410-767-0587	
DGS CONTROL NO. 221298	
INSTRUCTIONS: SECTION A: Completed by Custodial Agency and returned to Inventory Standards and Support Services Division.	
Department or Agency: <u>280701 DGS</u>	
Sub-Unit: <u>WESTERN REGION CONSTRUCTION</u>	
Property Officer: <u>ROMAINE MOSLEY</u>	

The following instructions pertain to your Report of Missing or Stolen State Property dated: <u>6/29/2021</u>	
Authorization is given to remove from inventory records Items No. <u>1-2</u> <u>\$599.99</u>	
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: <u>Jim Bertocchio</u> Date: <u>11/9/2021</u>	

SECTION A: Custodial Agency shall complete this section and return one (1) copy of this write-off authorization to the Inventory Standards and Support Services Division.	
I certify that the items have been removed from the agency's inventory records.	
<u>Jeffrey Lynn Jones</u> Signature of the Property Officer	
<u>11-10-2021</u> Date	

Missing or stolen property must remain on inventory records until approval is obtained from DGS.

ISSSD will issue a Missing and Stolen State Property Write-Off Authorization (DGS-950-8) form authorizing the custodial agency to remove the items from their inventory records.

The custodial agency will notify ISSSD when the items have been removed from the agency's inventory records.

Inventory Control Manual

- Agencies shall maintain records of all stolen or missing property, including private property, regardless of value.
- Each Department or Agency shall be required to produce Department-Wide Missing and Stolen Property Reports and submit annually to ISSSD.
- Agencies with numerous occurrences of stolen State property or those within DGS' estimation, large amounts of missing property, both in dollars and numbers of items, will be subject to **unannounced audit**.

Inventory Control Manual

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) 767-0587

DGS Control No.

Agency:

Sub-Unit:

Address:

Address 2:

City: State Zip Code

Accountable Officer:

Telephone: Date:

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.

Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				
455	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See Attached			550,000.00
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL						\$550,000.00

1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:

a. Item(s) identified as State property with permanent type labeling or engraving? ☐ Yes ☐ No

b. Describe other security measures:

2. FOR MISSING PROPERTY ONLY:

a. Date loss was discovered

b. Date of last physical inventory

c. Explain how the loss might have occurred

Describe Measures Taken to Prevent Future Occurrence

FOR DGS USE ONLY

DGS-950-8

Clear All Fields

Print Form

MISSING STOLEN REPORT ADDENDUM

TITLE						
Item No.	Stolen	Missing	Description	Property Tag No.	Purchase Date	Purchase Price
1		X	Radio			
2		X	Monitor			
3		X	Laptop			
"		X	Desk			
"		X	Spreader			
455						550,000.00

Reporting Missing & Stolen Property



Inventory Control Manual

Annual Reports

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

***Due: August
15th***

**Annual Report of
Fixed Assets**

***Due:
September
15th***

**Annual Report of
State Property;
Materials and
Supplies**

***Due:
September
15th***

Inventory Control Manual

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 '21 (7/1/2020-6/30/2021)

Agency Code: _____

Agency Name: _____

Date: _____

Name (please print)

Authorized Signature

Title

Address

Email Address

Telephone Number

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

Forward ELECTRONICALLY TO DGS.ANNUALREPORTS@MARYLAND.GOV on or before August 15, 2021

RESET FORM

PRINT FORM

Updated 5/25/21

Exhibit 9

Include any Missing or Stolen forms assigned a DGS Control # within the Fiscal Year.

Note: If any DGS Control #'s are missing, or show incorrect information, the form will be returned for revision.

Important:
This form must be downloaded prior to completing.

Inventory Control Manual

ANNUAL REPORT OF STATE PROPERTY MATERIALS AND SUPPLIES

AS OF 6/30/21

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

Materials and Supplies inventory should be taken within 90 days of the Fiscal Year end.

Indicate if the information from the form was compiled from the completion of a physical inventory or if the information was obtained from inventory records.

Completed forms should be submitted along with an itemized list of property, including description and dollar value, to ISSSD.

Inventory Control Manual

Itemized Listing

There is a count and value for each item listed.

The itemized listing should match the items, count, and value reported on the Annual Report of State Property: Materials and Supplies.

Item	Measure	On-Hand	Unit Cost	Total
12 inch Ruler	ea	7	\$0.31	\$2.17
2 Hole Punch	ea	2	\$12.24	\$24.48
Binder Clips: Ideal Clamps	bx	3	\$1.06	\$3.18
Binder Clips: Large	dz	10	\$1.19	\$11.90
Binder Clips: Medium	dz	6	\$1.10	\$6.60
Binder Clips: Small	dz	17	\$0.27	\$4.59
Blue Letter Folder w Cord	bx	2	\$21.75	\$43.50
Calc Ribbons	ea	6	\$2.57	\$15.42
Calc Tape	dz	17	\$8.32	\$141.44
Classification Folder 6Part Red	ea	183	\$1.95	\$356.30
Cloth Index Tabs	bx	0	\$2.85	\$0.00
Correction Fluid	bx	1	\$8.88	\$8.88
Correction Tape	pk	2	\$20.16	\$40.32
Desk Stapler	ea	4	\$7.27	\$29.08
Door Stops	ea	2	\$1.75	\$3.50
Dymo Label Writer 450	ea	2	\$114.49	\$228.98
Electric Pencil Sharpener	ea	3	\$6.54	\$19.62
Envelopes 12x16	100/pk	0	\$43.88	\$0.00
Envelopes: 10x13	bx	6	\$7.32	\$43.92
Envelopes: 10x13 Interdepart	bx	0	\$0.00	\$0.00
Envelopes: 14x19 mailing	bx	4	\$31.96	\$127.84
Envelopes: 6.75	bx	1	\$0.00	\$0.00
Envelopes: 6x9	bx	6	\$68.66	\$411.96
Envelopes: 9.25x14.5	bx	1	\$31.12	\$31.12
Envelopes: 9x12	bx	12	\$6.28	\$75.36
Envelopes: Letterhead	bx	19	\$12.97	\$246.43
Envelopes: Plain Reg	bx	7	\$10.10	\$70.70
Envelopes: Plain Window	bx	16	\$11.95	\$191.20
Envelopes: Window Letterhead	bx	14	\$15.05	\$210.70
File Folders: Legal	bx	6	\$7.75	\$46.50
File Folders: Letter	bx	3	\$5.50	\$16.50
File Folder Labels: Dymo Brand	ea	5	\$10.59	\$52.95
Flash Drive 8 GB	ea	5	\$5.60	\$28.00
Flash Drive 32 GB	ea	0	\$25.43	\$0.00
Glue Stick	ea	8	\$0.39	\$3.12
Hanging File Folders	bx	5	\$25.51	\$127.55
Hanging Folder Frame	bx	4	\$14.26	\$57.04
HEWCE400X - M551 Toner - Black	ea	2	\$248.99	\$497.98
HEWCE401A - M551 Toner - Cyan	ea	2	\$199.44	\$398.88
HEWCE402A - M551 Toner - Yellow	ea	1	\$199.44	\$199.44
HEWCE403A - M551 Toner - Magenta	ea	1	\$199.44	\$199.44
Highlighter Blue	dz	2	\$0.00	\$0.00
Highlighter Pink	dz	1	\$0.00	\$0.00
Highlighter Yellow	dz	2	\$6.12	\$12.24
Hole Punch	ea	1	\$6.94	\$6.94
Impulse Electric Stapler	ea	0	\$82.35	\$0.00
				\$3,995.77

Inventory Control Manual

Annual Report of State Property: Materials and Supplies

FAQ: Does my Agency have to complete this form if we don't have a central storeroom?

Answer: Yes.

Do you have supplies on hand that have not been issued to staff (i.e., toners, copy paper, other office supplies, cleaning supplies, maintenance supplies, etc.)?

If you are a small office that orders supplies as needed, and they are immediately issued to staff, you should still complete the report and report \$0.

Inventory Control Manual

Annual Report of Fixed Assets

Fixed Assets include land, land improvements, buildings, building improvements and capital equipment. Does not include materials, supplies, or non-capital equipment.

Tips for Proper Completion:

- **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.

Completed forms should be submitted along with an **itemized inventory listing**, including property description and dollar value, to ISSSD.

Inventory Control Manual

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, 2021.

Agency Code: <input type="text"/>	Agency Name: <input type="text"/>	Date: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name (please print)	Authorized Signature	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Email Address	Telephone Number

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	TOTALS
Balances, July 1, 2020		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOTE: Use (-) Minus Sign/Negative Number When Subtracting - ex: -5.00								
Additions (a)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from Construction in Progress (a)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from other State Agencies (a), (b)	+	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers to other State Agencies (a), (b)	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Disposals (a)	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balances, June 30, 2021		\$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, 2021.

Inventory Control Manual

MITS Summary Report

Cecil County Health - Inventory Report By Barcode, Building, Room and Old Tag

Sequenced by Barcode, Building, Room and Old Tag

Barcode	Old Tag	Sensitivity	Building	Room	Description	Create Date	Last Inventoried	Acquisition Cost
0000003		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/24/2017	\$416.50
0000004		S	CCHD	H210	SURVEY DETECTOR METER	8/31/2005	1/24/2017	\$416.50
0000005		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/25/2017	\$416.50
0000006		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/24/2017	\$416.50
0000007		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/24/2017	\$416.50
0000008		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/25/2017	\$416.50
0000009		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/25/2017	\$416.50
0000010		S	CCHD	M123	SURVEY DETECTOR METER	8/31/2005	1/25/2017	\$416.50
0000011		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/24/2017	\$186.20
0000012		S	CCHD	H210	PANCAKE G-M METER	8/31/2005	1/24/2017	\$186.20
0000013		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/25/2017	\$186.20
0000014		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/24/2017	\$186.20
0000015		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/24/2017	\$186.20
0000016		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/25/2017	\$186.20
0000017		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/25/2017	\$186.20
0000018		S	CCHD	M123	PANCAKE G-M METER	8/31/2005	1/25/2017	\$186.20
0000019			CCHD	C140 EXAM RM 5	Exam Table	9/30/2005	1/6/2015	\$3,585.00
0000020	5866	S	CCHD	H213	Projector - Infocus	7/11/2005	4/11/2017	\$1,795.00
0000021		S	CCHD	H232	Printer - HP Laserjet	7/11/2005	4/11/2017	\$687.00
0000022	5846	S	CCHD	H231	Printer - HP Laserjet	7/11/2005	4/11/2017	\$687.00
0000025	4652		CCHD	210 IT STORAGE	File Cabinet 5 drawer w/ lock	6/22/2001	1/12/2015	\$270.00
0000028	5883		CCHD	222 C FERGUSON	Computer Cart	8/24/2005	12/19/2014	\$123.24
0000030		S	CCHD	212	Calculator - Casio	9/8/2005	2/7/2017	\$62.99
0000032		S	CCHD	A136	Radio, Motorola HT-1000	9/14/2005	5/24/2017	\$620.00

8/9/2017 4:42:41 PM

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Description	Create Date	Last Inventoried	Acquisition Cost
Microsoft Surface Book Tablet	6/28/2017	7/31/2017	\$1,993.37
Microsoft Surface Book Tablet	6/28/2017	7/31/2017	\$1,993.37
Microsoft Surface Book Tablet	6/28/2017	7/31/2017	\$1,993.37
Microsoft Surface Book Tablet	6/28/2017	7/31/2017	\$1,993.37
Microsoft Surface Book Tablet	6/28/2017	7/31/2017	\$1,993.37
Microsoft Surface Type Cover	6/28/2017	7/31/2017	\$99.77
Microsoft Surface Type Cover	6/28/2017	7/31/2017	\$99.77
Microsoft Surface Type Cover	6/28/2017	7/31/2017	\$99.77
Microsoft Surface Type Cover	6/28/2017	7/31/2017	\$99.77
Epson Powerlite Projector	6/29/2017	7/31/2017	\$579.53
Dell UltraSharp 24inch Monitor	6/29/2017	7/31/2017	\$272.99
Dell UltraSharp 24inch Monitor	6/29/2017	7/31/2017	\$272.99
Dell UltraSharp 24inch Monitor	6/29/2017	7/31/2017	\$272.99
Dell UltraSharp 24inch Monitor	6/29/2017	7/31/2017	\$272.99
Microsoft Surface Dock	6/29/2017	7/11/2017	\$169.99
Microsoft Surface Dock	6/29/2017	7/11/2017	\$169.99
Dell UltraSharp 24inch Monitor	6/29/2017	7/11/2017	\$272.99
Chair	5/23/2012	11/9/2015	\$498.00
CUBICLE OFFICE W/ FILES&STORAGE	6/17/2012	11/9/2015	\$41,940.00
HAMILTON BLUE TOOTH	12/22/2010	1/26/2017	\$143.02
CUBICLE OFFICE W/ FILES&STORAGE	11/29/2012	11/9/2015	\$100,990.40
CUBICLE OFFICE W/ FILES&STORAGE	3/1/2013	11/9/2015	\$319.68
CUBICLE OFFICE W/ FILES&STORAGE	1/15/2013	2/23/2016	\$3,392.00
SECURITY SYSTEM	8/28/2013	3/8/2017	\$52,639.00

Grand Totals
Grand Total Assets 3,028

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Sample Reconciliation

Inventory Control Manual



Submitting Annual Reports to ISSSD

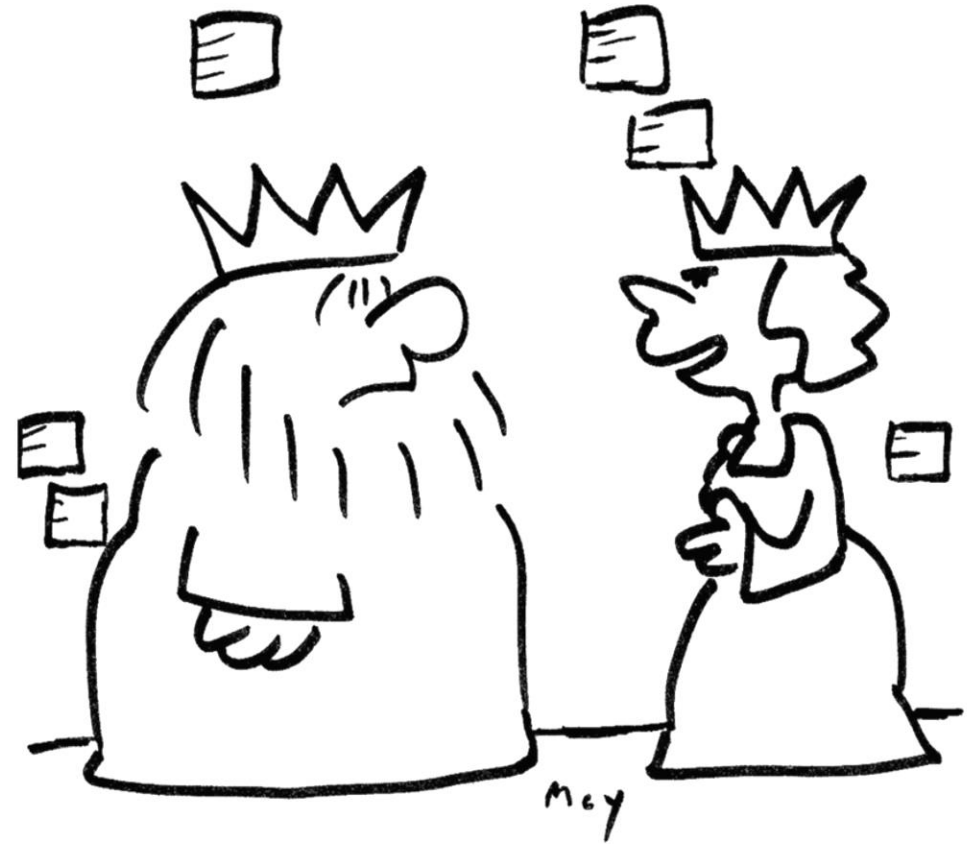
- Submit all reports to: ***DGS.AnnualReports@Maryland.gov***
 - Annual Report of Missing or Stolen State Personal Property
 - **Email Subject Line:** [Agency Code] [Agency Acronym] [FY] “AP-Missing”
 - **Email Subject Line Example:** *280101 DGS FY22 Annual Reports*
 - **File Name/Attachment:** [Agency Code] [Agency Acronym] [FY] “Missing or Stolen”
 - **File Name/Attachment Example:** *280101 DGS FY22 Missing or Stolen*
 - Annual Report of Fixed Assets
 - **Email Subject Line:** [Agency Code] [Agency Acronym] [FY] “AP-Missing”
 - **Email Subject Line:** *280101 DGS FY22 Annual Reports*
 - **File Name/Attachment:** [Agency Code] [Agency Acronym] [FY] “Fixed Assets”
 - **File Name/Attachment Example:** *280101 DGS FY22 Fixed Assets*
 - Annual Report of State Property; Materials and Supplies
 - **Email Subject Line:** [Agency Code] [Agency Acronym] [FY] “AP-Materials Supplies”
 - **Email Subject Line:** *280101 DGS FY22 Annual Reports*
 - **File Name/Attachment:** [Agency Code] [Agency Acronym] [FY] “Materials and Supplies”
 - **File Name/Attachment Example:** *280101 DGS FY22 Materials and Supplies*



Annual Reports



Break Time
10 Min



*"A government can't close
for inventory!"*

CartoonStock.com

Electronic Recycling

Benefits

Reduce the total amount of toxics entering the waste stream (lead, mercury, and arsenic)

Save landfill space

Conserve natural resources

Reduce the rate of electronic waste generated each year

Electronic Recycling

Current Recycle Instruction

Recycle. Get 2 quotes from vendors that can recycle along with provide a certificate of destruction/recycle, a list of items received including make, item description, device serial number, and an invoice. Vendors can be found at mdrecycles.org. After recycling sign Section A and return to ISSSD with the backup documents.

Electronic Recycling

Accountability Requires & The Instruction Asks

Certificate of destruction or recycling

Vendor prepared asset list (3rd party verification, accountability)

Invoice

If you do not ask for an asset report your agency cannot provide outside verification of the items recycled for approval to remove them from inventory!!!!

Electronic Recycling

Accountability Requires & The Instruction Asks

Verifiable Audit Trail

We understand the importance of managing our client's inventory and ensuring that every asset is accurately accounted for throughout the process. We provide inventory scanning and verification of IT assets and media through an Asset Audit report, Certificates of Recycling and Data Sanitization. Conforming with the highest standards in the industry.

If you do not ask for an asset report your agency cannot provide outside verification of the items recycled for approval to remove them from inventory!!!!

Inventory Management Resources



MARYLAND

Department of General Services

dgs.maryland.gov

- **Inventory Control Manual**
- **Inventory Forms**
- **Property Officer Training**

Inventory Management Resources

dgs.maryland.gov

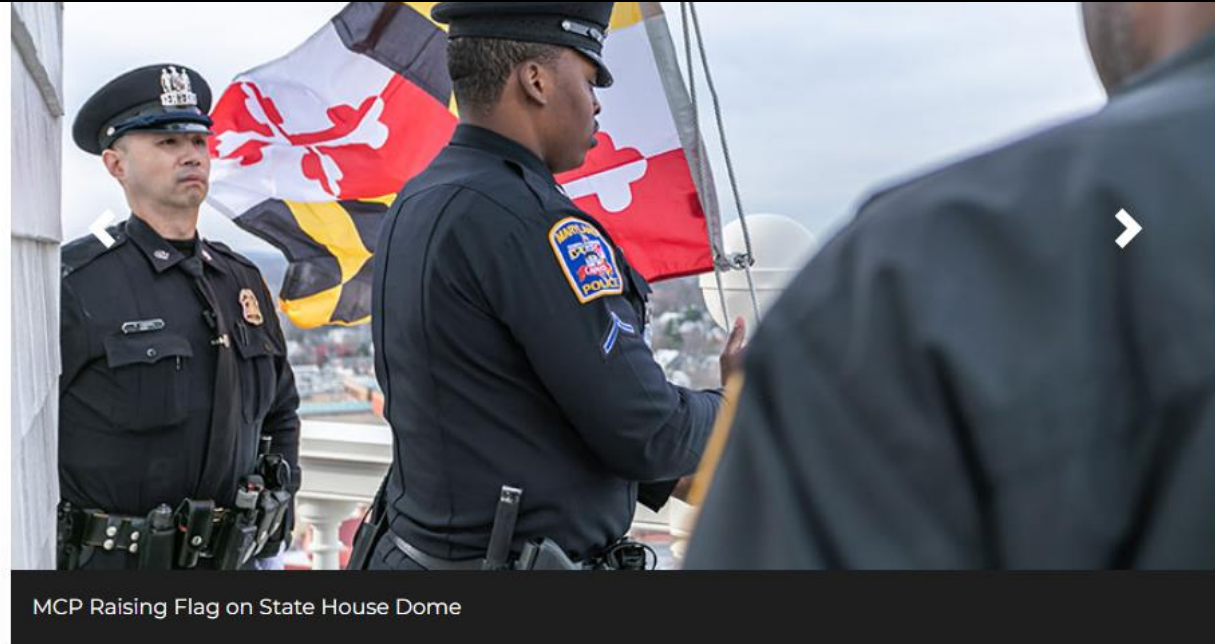
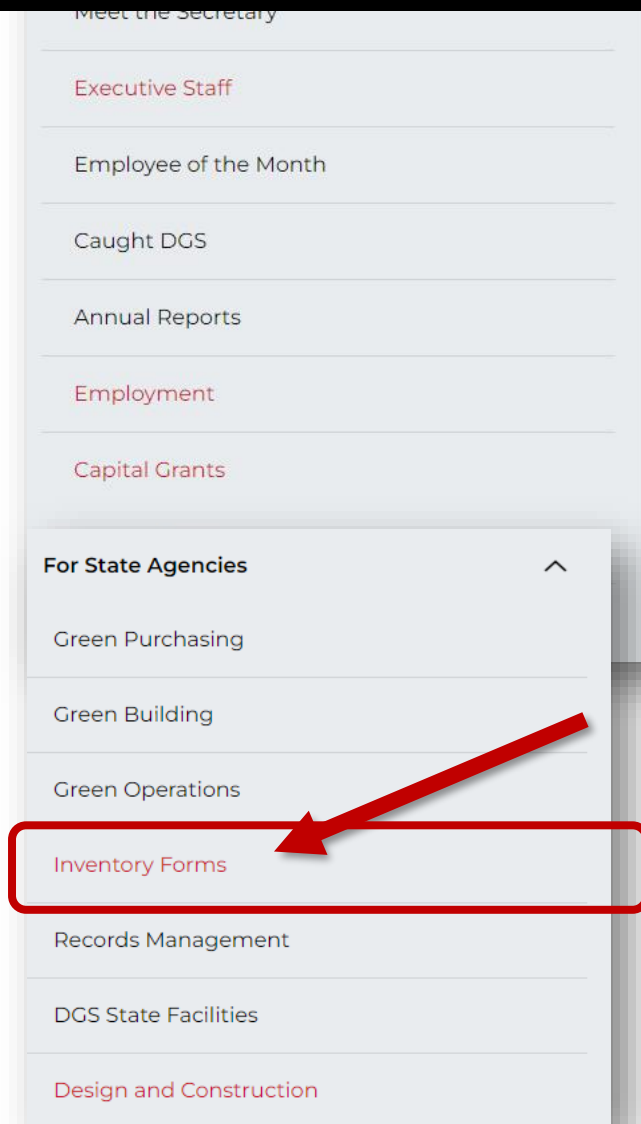
MARYLAND
Department of General Services

General Info ^

- About DGS
- Meet the Secretary
- Executive Staff
- Employee of the Month
- Caught DGS
- Annual Reports
- Employment
- Capital Grants
- For State Agencies**
- Recent

MCP Raising Flag on State House Dome

Inventory Management Resources



Inventory Management Resources

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 the disposal authority for disposition of excess and surplus personal property. This Unit 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](#)

Exhibit 3

[Statement of Surplus Property Utilization](#)

Inventory Management Resources

Property Officer Certification

- ☒ Attendance at Annual State Property Officer Training
- ☐ Property Officer Signature Authorization Form or
Alternate Property Officer Signature Authorization
Form

Email completed forms to
dgs.statewidepropertydisposals@maryland.gov

Agency Signature Authorization Form - Property Officer	
Part A Agency Head / Designee	
Date:	Agency Budget Code:
Agency Name:	
Accountable For:	
Sub-Unit Name(s):	
Agency Address:	
City/County:	Zip:
Agency Head/ Designee's Name:	
Agency Head/ Designee Signature:	
Title:	
Phone Number:	Ext.:
Fax Number:	E-Mail:
Part B Property Officer	
Date:	Agency Budget Code:
Agency Name:	
Accountable For:	
Sub Unit Name(s):	
Agency Address:	
City/County:	Zip:
Property Officer's Name:	
Property Officer's Signature:	
Title:	
Phone Number:	Ext.:
Fax Number:	E-Mail:

**Thank You for
Attending the
Annual State
Property Officer
Training**



Inventory:

Jim Bertocchio

james.bertocchio@Maryland.gov

410-767-4257

Disposals:

Jim Bertocchio

dgs.statewidepropertydisposals@Maryland.gov