

Department of General Services Annual Property Officer Training



Department of
General Services

2019





Inventory Standards and Support Services Division (ISSSD)

Kathryn Wilson

Director

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Jeffrey Jones

Deputy Director

(410) 767-4257

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Statewide Disposal Manager

(410) 767-4381

Jimmie Brown

Vehicle Disposal Specialist

(410)767-1039

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(410) 767-4664

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DGS Property Officer

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Administrative Aide

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Maryland Department of General Services

https://dgs.maryland.gov/Pages/default.aspx

Maryland.gov Phone Directory State Agencies Online Services Translate

Maryland Department of General Services DGS

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Enter search term


HOME PROCUREMENT BUSINESS OPPORTUNITIES REAL ESTATE ENERGY FUEL MANAGEMENT

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- [Meet the Secretary](#)
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For State Agencies

- [Green Purchasing](#)
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- [DGS State Facilities](#)
- [Design and Construction](#)



Governor Hogan...I am DGS!

DGS Newsroom

DGS in the News (more...)

- 10/1/2019 - State of Maryland Announces Reorganization of the State's Procurement Process
- 9/24/2019 - Maryland Department of General Services Announces Completion of Maryland State House Cleaning

Announcements (more...)

- 9/11/2019 - U.S. & Maryland Flag Flow Half-Staff, Wednesday, September 11, 2019
- 8/28/2019 - Fuel Site 71 (300 West Preston Street, Baltimore) Reopened



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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

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Signature Forms

- [Property Officer](#)
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Exhibit 2

[Annual Report of Fixed Assets
\(Right click to save file\)](#)

Exhibit 9

[Annual Report of Missing or Stolen
Personal State Property](#)

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: _____

Agency Signature Authorization Form - Alternate 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

Alternate 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: _____



Duties of the Property Officer

Summary of
Section III 01 A
Duties of
Property Officers

- 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



Duties of Accountable Officers

Summary of
Section III 01 B
Duties of
Accountable
Officers

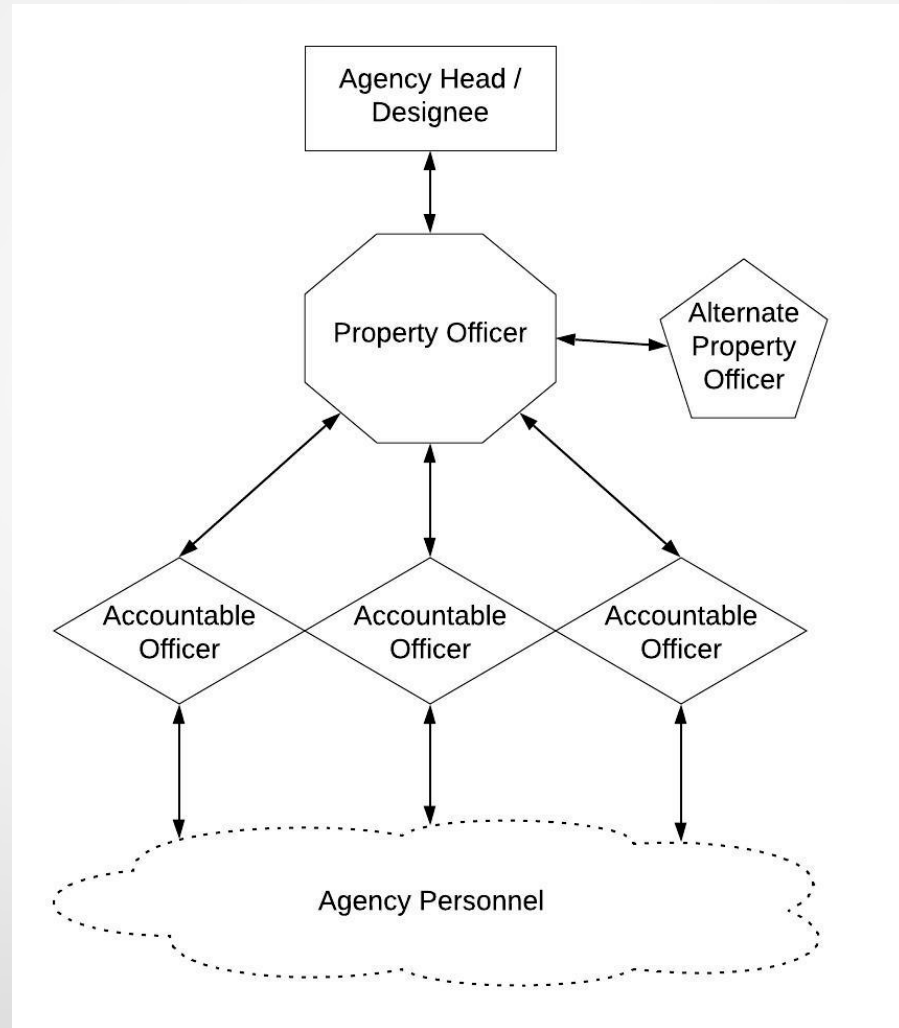
- Tag property
- Collect, maintain and forward documentation
- Working knowledge of inventory item locations
- Conduct physical inventory + certify results
- Excess Property Disposal process
- Report Missing or Stolen

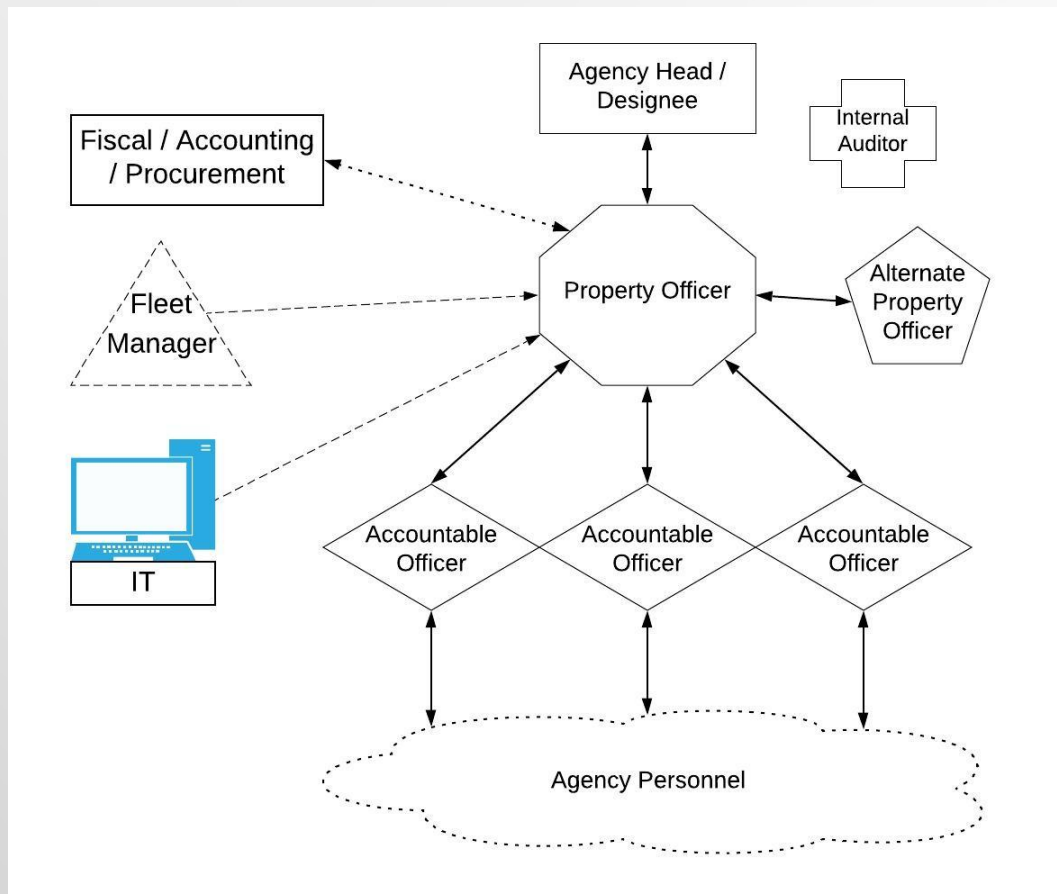


Separation of Duties

“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



Questions?

Comments

Discussion

Agency Personnel



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:

<u>Barcode #</u>	<u>Description</u>	<u>Location</u>	<u>Verified?</u>
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



Certify Completion of the Physical Inventory

- Completion Certification by the Property Officer.

Track Progress

Physical Inventory Progress		FY19							
Accountable Officer	Unit	Date Inventory Started	# of Items Expected	# of Items Found	Test Sample Done	# of Items Missing	Missing or Stolen Form filed	DGS Control #	Date Inventory Completed
Marci	Office of the Secretary	5/1/2019	43	41	Yes	3	Yes	193030	5/29/2019
Nadeem	Fiscal Services	5/1/2019	53	52	Yes	2	Yes	193030	5/23/2019
Toni	Information Technology	5/1/2019	120	117	Yes	5	Yes	pending	6/15/2019
Tammy	Personnel	5/1/2019	28	28	Yes	0	Yes	193030	5/21/2019
Dan	Maintenance	5/1/2019	58	57	Yes	1	Yes	193033	6/1/2019
			302	295			11		
				% Items Found	98%			4%	% Missing
I certify that a complete the 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

<p>EXCESS PROPERTY DECLARATION STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. PRESTON STREET, ROOM 1514 BALTIMORE, MARYLAND 21201 410-767-0587</p>	<p style="text-align: right;">1 of 1</p> <p>Instructions: Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual. DGS Control No. dgs.statewidepropertydisposals@maryland.gov</p>									
Agency: _____ Sub-Unit: _____ Sub-Unit Code: _____ Address: _____ City/State/Zip: _____ Contact Person: _____ E-mail Address: _____ Phone No.: _____ Date: _____	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.										
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.					
	0		TOTAL:	-						




Agency:	Department of General Services		
Sub-Unit:	Inventory Standards and Support Services		
Sub-Unit Code:	280801		
Address:	301 W Preston Street		
City/State/Zip:	Baltimore, MD 21201		
Contact Person:	Nitish Singh		
E-mail Address:	nitish.singh@maryland.gov		
Phone No.:	410-767-4664	Date:	10/24/2019



Forwarded By:	
Property Officer:	Janae Savage
Signature:	Date:
E-mail Address:	janae.savage@maryland.gov
Agency Head:	Kathryn Wilson
Signature:	Date:

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**



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
410-787-0587

DGS CONTROL NO. **200578**

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: 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 hmclaurin@securis.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.

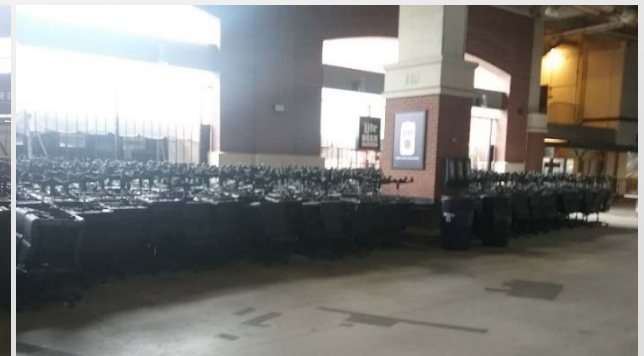
Per:

Jim Bertocchio

Date:

8/20/2019

Excess Property Bulletin



Vehicle Disposals

Jimmie "J.B." Brown
410-767-1039

Agency Signature Authorization Form - Fleet Manager

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		Fleet Manager	
Date:	_____	Agency Budget Code:	_____
Agency Name:	_____		
Accountable For: Sub Unit Name(s):	_____		
Agency Address:	_____		
City/County:	_____	Zip:	_____
Fleet Manager's Name:	_____		
Fleet Manager's Signature:	_____		
Title:	_____		
Phone Number:	_____	Ext.:	_____
Fax Number:	_____	E-Mail:	_____



Questions?

Comments


Discussion

Excess Property Disposal



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) 767-0587

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.

DGS Control No. _____

Agency: _____
Sub-Unit: _____
Address: _____
Address 2: _____
City: _____ State _____ Zip Code _____
Accountable Officer: _____
Telephone: _____ Date: _____

Property Officer

Signature _____ Date _____
Department Secretary

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"/>				
TOTAL						\$0.00

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



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
410-767-0587

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 Items 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 Bertocchio

Date: 11/17/2017



Questions?

Comments

Discussion

**Missing or
Stolen Items**

Inventory Control Account

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



CODES - **ACH**: ACH Payment | **ATM**: Cash Withdrawal | **BP**: Bill Payment | **DC**: Debit Card | **DD**: Direct Deposit | **SF**: Service Fee | **WT**: Wire Transfer

CHECK NUMBER/ CODE	DATE	TRANSACTION DESCRIPTION	⊖ PAYMENT/ DEBIT	✓	⊕ DEPOSIT/ DEBIT	BALANCE
	5/1/15	Starting Balance				140 00
314	5/1/15	XYZ Electric Company	80 00			-80 00
						60 00
DD	5/1/15	ABC Employer			1,500 00	+1500 00
						1,560 00
315	5/3/15	Jane Doe	30 00			-30 00
						1,530 00
BP	5/5/15	Netflix	10 00			-10 00
						1,520 00
DC	5/6/15	123 Grocery Store	85 00			-85 00
						1,435 00



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

		Inventory Control Account Balance		Detail Inventory Record Balance	Difference
	Balance as of September 30, 2016	\$ 45,255.00		Balance as of September 30, 2016	\$ (2,710.00)
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	\$ -

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



Questions?

Comments

Discussion

Inventory Control Account

Annual Reports

The screenshot shows the Maryland Department of General Services website. At the top, there is a navigation bar with links for Maryland.gov, Phone Directory, State Agencies, Online Services, and a Translate button. The main header features the Maryland logo and the text 'Department of General Services'. A search bar is located on the right side of the header. Below the header is a teal navigation bar with links for HOME, PROCUREMENT, BUSINESS OPPORTUNITIES, REAL ESTATE, ENERGY, and FUEL MANAGEMENT. The main content area is divided into three columns. The left column is titled 'General Info' and contains links for Admin Workspace, About DGS, Meet the Secretary, Executive Staff, Employee of the Month, Caught DGS, Annual Reports, Employment, and Capital Grants. Below this is a section titled 'For State Agencies' with links for Green Purchasing, Green Building, Green Operations, Inventory Forms, Records Management, DGS State Facilities, and Design and Construction. The middle column is titled 'Inventory Standards And Support Services' and contains a paragraph describing the program's oversight of statewide inventory management. Below this is a section titled 'Property Officer Training Calendar and Presentations' with links for Property Officer Training and Calendar. The right column is titled 'Inventory Control Manual' and contains links for Complete Manual, Form Updates, and several exhibits (DGS-950-1, DGS-950-8, DGS-950-9, Exhibit 2, Exhibit 9) with links to their respective reports. Some links are highlighted in yellow.

Maryland.gov Phone Directory State Agencies Online Services Translate

MARYLAND
Department of General Services

Enter search term

f t y in ALL

HOME PROCUREMENT BUSINESS OPPORTUNITIES REAL ESTATE ENERGY FUEL MANAGEMENT

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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 \(EPD\)](#)
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Signature Forms

- [Property Officer](#)
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- [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](#)



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.

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

FY2019

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

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
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

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

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"/>
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.

Print Form



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.

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

FY2019

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.

Agency Code: _____ Agency Name: _____ Date: _____

 Name (please print) Authorized Signature Title

 Address Email Address Telephone Number

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	TOTALS
Balances, July 1, 2018		\$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, 2019		\$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



Department of General Services Annual Property Officer Training 2019

Questions?

Comments

Discussion