

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

# ANNUAL REPORT OF STATE PROPERTY MATERIALS AND SUPPLIES

AS OF 6/30/18

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

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: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Forward ELECTRONICALLY with BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY to [DGS.ANNUALREPORTS@MARYLAND.GOV](mailto:DGS.ANNUALREPORTS@MARYLAND.GOV) on or before September 15, 2018.**