

OPFM # (MMDDYY HHMM):

**REPORT OF MISSING OR
STOLEN STATE PROPERTY**

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. PRESTON STREET ROOM 1301
BALTIMORE, MARYLAND 21201
(410) 767-0587

DGS Control No. _____

Agency: **Department of Public Safety and
Correctional Services**

Sub-Unit: _____

Address: _____

Accountable Officer: _____

Telephone: _____ Date _____

INSTRUCTIONS:

- Forward in triplicate to: (Do not Fax)
Department of General Services
Inventory Standards and Support Services Division
301 W. Preston Street Room 1301
Baltimore, Maryland 21201
- Attach Police Report for Stolen Property
- Refer to Reporting Procedure for Stolen/Missing property in the
Department of General Services Inventory Control Manual

Property Officer -

Signature

Date

Secretary -

Signature

Date

Agency Head or Designee

Signature

Date

Item No.	Select		Description (Make, Model, SN) if applicable	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				
1						
2						
3						
4						
5						
6						

Total this page 0.00

TOTAL	
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1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:

- a. Item(s) identified as State Property with permanent type labeling or engraving? _____
- b. Describe other security measures _____

Yes

No

2. FOR MISSING PROPERTY ONLY:

- a. Date loss was discovered _____
- b. Date of physical inventory _____
- c. Explain how the loss might have occurred _____

Describe Measures Taken To Prevent Future Occurrence

FOR DGS USE ONLY

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Item No.	Item		Description (Make, Model,SN (if applicable))	Property	Purchase	Purchase
	Stolen	Missing		Tag	Date	Price
07						
08						-
09						-
10						-
11						-
12						-
13						-
14						-
15						-
16						-
17						-
18						-
19						-
20						-
21						-
22						-
23						-
24						-
25						-
26						-
27						-
28						
29						-
30						-
31						-
32						-
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Item No.	Select		Description Make, Model, SN (if applicable)	Property Tag	Purchase Date	Purchase Price
	Stolen	Missing				
33						-
34						-
35						-
36						-
37						-
38						-
39						-
40						-
41						-
42						-
43						-
44						-
45						-
46						-
47						-
48						-
49						-
50						-
51						-
52						-
53						-
54						-
55						-
56						-
57						-
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