

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
OFFICE OF PROPERTY AND FLEET MANAGEMENT

**Certificate of Completion of Physical Inventory
Consolidated Agencies**

In accordance with Section 4-306 of the State Finance and Procurement Article, Annotated Code of Maryland and the DGS Inventory Control Manual, a physical inventory was completed of all property required to be inventoried. The records have been properly reconciled and adjusted accordingly for all exceptions (missing or stolen property)

Fiscal Year: _____ No. of Missing and Stolen
Reports Attached: _____

Completion Date of Physical
Inventory: _____

Agency
Name/Division/Office/Unit: _____

Physical Street Address : _____

Physical City, State, Zip Code: _____

Accountable Officer Signature: _____
Date

Property Officer Signature: _____
Date

Warden/Agency Head: _____
Date

Forward Completed Form to:

DPSCS Office of Property and Fleet Management
6776 Reisterstown Road, Suite 311, Baltimore, MD 21215-2341

Director, Office of Property and Fleet Management

Date