

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
OFFICE OF PROPERTY AND FLEET MANAGEMENT  
**Certificate of Completion of Physical Inventory - Facilities**

*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: \_\_\_\_\_

Fiscal Staff 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

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Director, Office of Property and Fleet Management Date