

**REPORT OF MISSING OR
STOLEN STATE PROPERTY**

STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
201 W. Preston Street
Baltimore, Maryland 21201
M222-3341 P383-3341

INSTRUCTIONS:

- Forward one copy to:
Inventory Control
LL-4
201 W. Preston St.
Baltimore, Md. 21201
- Attach Police Report for Stolen property.
- Refer to Reporting Procedure for Stolen/Missing property in Inventory Management Procedures.

AGENCY: _____
SUB-UNIT: _____
PROJECT CODE: _____
ADDRESS: _____

CONTACT PERSON: _____
PHONE NO: _____ DATE _____

Property Accountable Officer

Signature Date

CHECK ONE		INV#	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE
STOLEN	MISSING				

- For stolen and missing property:
 - Item(s) identified as State property with permanent type label or engraving? Yes No
 - Item(s) bolted or secured in place with anchor pad or cable? Yes No
 - Describe other security measures _____

- For Missing Property Only
 - Date loss was discovered _____
 - Date of last physical inventory or count _____
 - Explain how the loss might have occurred _____

DESCRIBE MEASURES TAKEN TO PREVENT FUTURE OCCURRENCE

DHMH 1931

FOR INVENTORY CONTROL # _____