



Illinois Department of Corrections

Administrative Directive

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| Number:<br><b>02.82.103</b> | Title:<br><b>Receiving Commodities</b> | Effective:<br><b>1/1/2021</b> |
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| <b>Authorized by:</b> | <i>[Original Authorized Copy on File]</i><br><b>Rob Jeffreys</b><br>Acting Director |
| <b>Supersedes:</b>    | 02.82.103 effective 1/1/1996  |

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| <b>Authority:</b><br>730 ILCS 5/3-2-2 | <b>Related ACA Standards:</b><br>5-ACI-1B-01, 03, 07, 08, 11 – 14, 18 and 19 |
| <b>Referenced Policies:</b>           | <b>Referenced Forms:</b><br>DOC 0016 – Store Receiving Report                |

**I. POLICY**

A Store Receiving Report shall be prepared upon receipt of all items received at a correctional facility.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to provide a written procedure for the proper handling of all items received at correctional facilities.

**B. Applicability**

This directive is applicable to all correctional facilities within the Department.

**C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definitions**

Systems Applications and Products (SAP) – a cloud based solution designed to support and integrate almost every functional area of the following business processes: procurement of goods and services, finance, accounting and human resources that is utilized through the Enterprise Resource Planning (ERP) System platform.

**F. Requirements**

The Business Office shall maintain adequate control of the Order For Delivery process and operate in conjunction with security to ensure the proper individual is notified when a delivery is received or a purchase is hand carried into the facility.

1. All deliveries shall be routed through the Business Office or storeroom to ensure the receipt is properly documented.
2. The receiving officer or Storekeeper, acting as the Goods Receipt Processor, shall initiate the receipt of the goods into Systems Applications and Products (SAP). This transaction will serve as a pre-requisite for the preparation of the invoice. This executed process will also serve as a

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system check to complete a three-way match between the Purchase Order, the Goods Receipt and the invoice.

3. In situations where goods are received at the facility but are not processed through SAP, the receiving officer or Storekeeper, acting as the Goods Receipt Processor, shall initiate the Store Receiving Report, DOC 0016, and shall complete all applicable information.
    - a. After signing as "Received By," the Goods Receipt Processor shall forward the delivery to the addressee or Storekeeper and obtain the proper signature as "Addressee" or "Contents Checked By" on the DOC 0016. The Goods Receipt Processor shall retain a copy and submit the remaining copies of the DOC 0016 to the Storekeeper who shall complete all available information of the DOC 0016.
    - b. Upon completion of the DOC 0016, the Storekeeper shall retain a copy and forward the remaining copies of the DOC 0016 as follows:
      - (1) A copy to the ordering department.
      - (2) A copy to the Voucher Clerk and Perpetual Inventory Clerk respectively in the Business Office.
    - c. When the catalog number is not available, the Perpetual Inventory Clerk shall enter any information on the DOC 0016 which the Storekeeper was unable to complete and enter the line totals, total number of units and total cost.
    - d. Upon completion of the DOC 0016, the Perpetual Inventory Clerk shall post the receipts to the perpetual inventory records and file the DOC 0016 numerically.
    - e. The copy of the DOC 0016 received by the Voucher Clerk shall be filed with the obligating documents for the vendor and shall serve as a supporting document for preparation of the invoice voucher.
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