



Illinois Department of Corrections

Administrative Directive

Number: 02.82.106	Title: Issuing Commodities	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.82.106A-J effective 1/1/1996

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-01, 03, 07, 08, 11 – 14, 18 and 19
Referenced Policies:	Referenced Forms: DOC 0595 – Store Requisition

I. **POLICY**

Prior to removal of items from the facility storeroom, the appropriate personnel shall be notified.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a procedure to ensure that appropriate personnel are notified of each storeroom issue transaction.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services 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**

A Store Requisition, DOC 0595, shall be prepared and approved prior to withdrawal of any item from a storeroom. The requisition shall be processed in the following manner:

1. The requestor shall complete Fields 1 through 7 of the DOC 0595 and shall forward it to the department function head.
2. Upon written approval from the department function head and the Business Administrator/Business Manager, the requestor shall forward the approved DOC 0595 to the Perpetual Inventory Clerk. The Perpetual Inventory Clerk shall assign a sequential requisition

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number, retain the last copy and forward the DOC 0595 to the storeroom.

3. The Storekeeper shall fill the requisition, complete data Fields 11 through 19 on items withdrawn from stock, and sign and date the DOC 0595.
 4. Upon filling the requisition, the Storekeeper shall:
 - a. Obtain the requestor's signature in Field 22;
 - b. Retain a file copy;
 - c. Provide the requesting department with a copy; and
 - d. Forward the white copy of the DOC 0595 to the Perpetual Inventory Clerk in the Business Office.
 5. The Perpetual Inventory Clerk shall:
 - a. Locate and destroy the corresponding copy of DOC 0595.
 - b. Input the requisition as a Goods Issue in the (SAP). In the text field of the Goods Issue, the Perpetual Inventory Clerk shall enter the sequential requisition number on the DOC 0595.
 - c. Write the Material Document Number on top of the white copy of the DOC 0595.
 - d. File the white copy of the DOC 0595 in requisition number order.
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