



Illinois Department of Corrections

Administrative Directive

Number: 02.82.108	Title: Maintenance of Records for Forward Stock	Effective: 9/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.82.108 effective 1/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-01, 03, 07, 08, 11 – 14, 18 and 19
Referenced Policies: 02.82.106	Referenced Forms: DOC 0595 – Store Requisition

I. **POLICY**

A forward stock shall be maintained in accordance with the procedures established in this directive.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written procedures for the maintenance of a forward stock.

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. **Requirements**

1. A forward stock may normally be maintained for not more than a one week expected supply of goods. The forward stock shall be substantiated by written documentation, e.g. individual in custody records for clothing issues. In Transitional Security facilities, all inventory shall be considered forward stock.
 2. A Store Requisition, DOC 0595, shall be prepared to remove the items from the perpetual inventory record. Completion and processing of DOC 0595 shall be in accordance with Administrative Directive 02.82.106.
 3. A separate log of issues shall be maintained in the forward stock area to record the date issued, items issued and to whom issued. The forward stock quantities shall be reviewed periodically by the Business Office to ensure the stock does not exceed the expected usage for one week, if applicable.
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