



Illinois Department of Corrections

Administrative Directive

Number: 02.82.112	Title: Verification and Audit	Effective: 10/1/2020
-----------------------------	---	--------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.82.112A-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: 02.82.114	Referenced Forms:

I. POLICY

Each item in a storeroom shall be subject to a complete monthly inventory and counts.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide a method of outlining the steps necessary for facilities to perform periodic counts of inventories and make required adjustments to the perpetual inventory and accounting records.

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. Requirements

1. Each item in a storeroom shall be counted by a complete monthly inventory count. The inventory results shall be verified against the perpetual inventory records maintained in the facility Business Office.
2. A Business Office employee shall plan and supervise all inventories, including the performance of sample test counts for comparison with counts performed by the inventory team. Any discrepancies between the two counts shall be investigated and resolved.
3. A complete physical inventory shall be taken on or about June 30 of each year to determine the inventory on hand at the close of business on the last working day of the fiscal year. An inventory worksheet shall be provided on or about June 22 of each year from the Enterprise Resource Planning (ERP) system.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.82.112	Title: Verification and Audit	Effective: 10/1/2020

- a. The Perpetual Inventory Clerk shall supply the Storekeeper with the inventory worksheets.
 - b. The Storekeeper shall:
 - (1) Count each item and complete the Quantity Per Count column of the worksheet.
 - (2) After completing the inventory, retain a copy of the worksheets and forward a copy of the worksheets to the Perpetual Inventory Clerk.
 - c. The Perpetual Inventory Clerk shall verify the physical count with the quantity shown in the perpetual inventory records.
 - (1) If the Systems Applications and Products (SAP) (ERP) quantity does not match the physical count, the Storekeeper shall recount the item.
 - (2) If the SAP (ERP) quantity matches the physical count or after the second count has been taken and recorded, the Perpetual Inventory Clerk shall post the count worksheet in SAP (ERP).
 - (3) If the SAP (ERP) quantity does not match the physical count after the second count had been taken and recorded, the Perpetual Inventory Clerk shall determine and initiate the necessary adjustments to the SAP (ERP) perpetual inventory records in accordance with Administrative Directive 02.82.114.
4. Every month count shall be conducted for each storeroom.
- a. Each item in a storeroom shall be included in the monthly counts.
 - b. Facilities performing more frequent test counts shall continue in the same manner.
 - c. The procedure for test counts is the same as for the annual inventory.
-