



Illinois Department of Corrections

Administrative Directive

Number: 02.82.120	Title: Surplus Commodities	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.82.120 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: 04.03.110	Referenced Forms: DOC 0595 – Store Requisition

I. POLICY

Surplus consumable goods, except medications and medical instruments, shall be disposed of in compliance with the guidelines in this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the disposal of consumable goods once they have been declared surplus.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department, that charge all consumable goods to major object codes 1200, 1300, 1302, 1700, 1800 or 1900. For Correctional Industries, this directive is limited to consumable items not purchased from the Working Capital Revolving Fund.

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. General Provisions

Medications and medical instruments shall be disposed of in accordance with Administrative Directive 04.03.110.

G. Requirements

1. All facilities shall review inventory records at least once a year to determine if any items in stock

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are surplus to current needs.

2. Generally, the calculation of current needs shall be based on the previous 12 months usage unless circumstances, such as outlined in the following, require that items be maintained in inventory. Compliance with this Administrative Directive is not intended to require immediate transfer of items to surplus based on numbers only.
 - a. The Business Administrator shall determine surplus inventory and review the Surplus Storeroom Master List produced by other facilities. All decisions regarding surplus commodities shall be reviewed and approved by the Chief Administrative Officer (CAO).
 - b. Each item shall be reviewed to determine that prudent use of inventory is maintained.
 - c. Decisions by the Business Administrator regarding retention of apparent surplus in the general inventory shall be documented for file.
 - d. Decisions to retain inventory shall be based on a variety of factors, including, but not limited to, public health needs; security standards; the cost of shipping a surplus item; reasonable expectation that the item will be used and the surplus number is not significant to the total inventory; transfer of the item will result in a new order for the same or like item within a reasonably short period of time; items will likely be needed for maintenance of heating, air conditioning, refrigeration, sewer or water lines, etc; expected increases in population; or planned repair or capital projects, etc.
 - e. Obsolete forms no longer used by either the Department or the State shall be recycled where possible. If not recyclable, supplies shall be disposed of in an appropriate manner with documentation for file.
 - f. Supplies such as toner and print powder for copiers which are no longer used by the facility shall not be declared surplus until it is determined that the vendor will not take back the supplies and provide a credit.
 - g. Under no circumstances shall any item be declared surplus, which has usage in the facility, but is considered "surplus" due to dislike of certain brand names, etc.
3. As surplus items are identified, they shall be transferred to the Surplus Storage Location in Systems Applications and Products (SAP). The items shall be physically segregated from other stock, and easily identifiable as being surplus stock. A Store Requisition, DOC 0595, shall be used to transfer goods to the Surplus Storage Location.
4. A Surplus Storage Location Report, produced as needed in SAP, may be accessed by each facility.
5. Upon review of a Surplus Storage Location Report, all facilities shall determine if any items on the list would satisfy their current needs.
6. When items on the Surplus Storage Location Report are needed by another facility, a DOC 0595 shall be completed and forwarded to the facility that has declared the items as surplus. The requesting facility shall retain the last copy of the form. The items shall be removed from the Surplus Storage Location Report.
 - a. Using SAP Transfer Posting process and information from the surplus list, the transferee shall complete appropriate entries on the DOC 0595 pertaining to a transfer out transaction.

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- b. Unless otherwise instructed by Executive Staff, the transferring facility declaring items surplus shall process any DOC 0595 in the order received.
- c. To initiate the requested transfer, the transferring facility shall perform the following:
 - (1) Obtain written approval of the facility's CAO.
 - (2) Identify and segregate the surplus items to be transferred.
 - (3) Notify the requesting facility of the date and location of available goods. The requesting facility shall arrange transportation.
 - (4) An employee of the transferring facility shall sign on the "Issued By" line of the DOC 0595, retain the fourth copy and note the new Material Document Number from the transfer posting.
 - (5) An employee of the receiving facility shall sign on the "Received By" line of the DOC 0595 and retain the third copy.
 - (6) Forward the remaining copies of the DOC 0595 to the Business Office of the transferring facility to confirm the new Material Document Number from the transfer posting in the perpetual inventory records.

NOTE: When items are shipped by United Parcel Service (UPS) or common carrier, the transferring facility shall retain the DOC 0595 and document the shipper, shipping ticket number, etc.

- 7. If, after four months in a surplus store, there are any items that have not been requested and the items cannot be used by the facility:
 - a. The revised Master Surplus Storage Location Report shall be submitted to the Procurement Section of the Division of Finance and Administration for further review.
 - b. The Procurement Section shall make the listing available to appropriate other State agencies.
 - 8. If, after an additional two months, items still remain, a DOC 0595 shall be prepared and submitted to the Procurement Section to request approval to transfer the surplus to the State Surplus Warehouse in Springfield. This listing shall contain the item description, catalog number, quantity, unit cost and the value. This submission shall include a cover memorandum signed by the CAO requesting transfer of the items to State Surplus.
 - 9. Care shall be exercised during this process to ensure no new items are added to surplus resulting in the final listing containing items not previously announced as surplus.
 - 10. The Procurement Section shall notify the requesting facility of the approval or disapproval by the Director to transfer surplus to the State Surplus Warehouse.
 - 11. No transfer of surplus commodities shall be completed without the above approval. Any facility preparing to deliver surplus commodities to the State Surplus Warehouse shall notify the Procurement Section at least 24 hours prior to delivery to allow for sufficient notification to Department of Central Management Services (CMS) staff. This notification shall include the date of the Director's approval.
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