



Illinois Department of Corrections

Administrative Directive

Number: 02.85.102	Title: Purchasing	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.85.102 effective 11/1/2000

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACA-1B-18
Referenced Policies: 02.85.103	Referenced Forms:

I. POLICY

The Department shall make purchases for the operation of Employees' or Individuals in Custody Commissaries in compliance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff regarding purchases for Employees' and Individuals in Custody Commissaries.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and paole services within the Department.

C. Facility Reviews

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

D. Designees

The Commissary Supervisor and above may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

1. Facility staff shall replenish commissary inventory as needed.
 - a. The Commissary Supervisor shall complete the Commissary Order Sheet and submit to the Business Administrator for review.
 - b. After review, the Business Administrator shall submit the Commissary Order Sheet to Central Office Purchasing for processing.
 - c. Central Office Purchasng will complete a Basic Ordering Agreement, submit to the appropriate vendors and include the Business Administrator.
2. Upon receipt of the Basic Ordering Agreement, the Commissary Supervisor shall create an Order for Delivery (OFD) in FACTS.
3. Goods shall be received, counted, and stored in accordance with Administrative Directive 02.85.103.