



Illinois Department of Corrections

Administrative Directive

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| Number: 02.85.103 | Title: Receiving and Storage | Effective: 11/1/2021 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 02.85.103 effective 10/1/2001 |

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| Authority: 730 ILCS 5/3-2-2 | Related ACA Standards: 5-ACI-1B-01, 13, 5-ACI-2E-12 |
| Referenced Policies: | Referenced Forms: DOC 0016 – Store Receiving Report IL 401-0105 – Order for Delivery |

I. POLICY

The Department shall receive and store goods for Employees' and Individuals' Commissaries in accordance with the provisions of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff regarding the receipt and storage of inventory at Employees' and Individuals' Commissaries.

B. Applicability

This directive is applicable to all correctional facilities within the Department which operate an on-site commissary.

C. Facility Reviews

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

D. Designees

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

E. General Provisions

1. Receipt of Inventory

- a. All items shall be counted upon receipt. The Commissary Supervisor shall Verify the quantity from the commissary copy of the Order for Delivery, IL 401-0105, if applicable.
- b. The Commissary Supervisor shall prepare a Store Receiving Report, DOC 0016, or FACTS Receiving Report. The markup price shall be applied to the sum of the wholesale unit cost and freight charges.
 - (1) For facilities using the Fund Accounting and Commissary Trading System (FACTS) inventory module, FACTS shall record the invoice price and apply the markup to each item prior to its sale.

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| | Illinois Department of Corrections Administrative Directive | Page 2 of 2 |
| Number: 02.85.103 | Title: Receiving and Storage | Effective: 11/1/2021 |

- (2) For facilities not using the FACTS inventory module, the invoiced item cost and retail unit price shall be marked on each shipment of goods prior to its sale.
 - c. The Commissary Supervisor shall:
 - (1) Retain one copy of the DOC 0016, or save a copy of the FACTS Receiving Report, for reference purposes; and
 - (2) Forward one copy of the DOC 0016 to the Business Office within five working days of receipt of the goods.
 - d. A DOC 0016 or FACTS Receiving Report shall be completed on all goods received at the commissary. Those prepared for non-inventory supply items shall be noted to ensure the items are expensed.
2. Storage of Inventory
- The Commissary Supervisor shall:
- a. Physically arrange goods to be used on a first in, first out basis.
 - b. Maintain strict control over the inventory. The bulk of inventory shall be stored in a locked or separate storage area, if feasible.
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