



Illinois Department of Corrections

Administrative Directive

Number: 02.85.105	Title: Pricing of Commissary Items	Effective: 11/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.85.105 effective 11/1/2000

Authority: 730 ILCS 5/3-7-2a 20 IAC 210	Related ACA Standards: 5-ACI-1B-01, 03, 18, 19
Referenced Policies: 05.03.111, 05.10.110	Referenced Forms:

I. POLICY

The Department shall ensure standardized pricing of commissary items in accordance with 730 ILCS 5/3-7-2a.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a uniform and consistent pricing procedure for goods sold 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

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

E. Requirements

1. Only items indicated in Administrative Directives 05.10.110 and 05.03.111 and items approved by the Chief Administrative Officer (CAO) may be sold in Individuals' Commissaries. Employees' Commissaries may stock items approved by the CAO.
2. The selling prices for all goods shall be sufficient to cover the invoice cost of goods and an additional charge of up to 25%, rounded to the nearest cent. Those items sold by vending machines which will be rounded upward to the nearest nickel.
 - a. Employee Commissary – additional charge of up to 10%.
 - b. Individuals' Commissary – additional charge of up to 25%.
3. The Commissary Supervisor shall prepare a master price list at least once monthly for the Individuals' Commissary. The list shall include:

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- a. The effective date; and
 - b. The statement, "All prices are subject to change without prior notice."
4. The price list shall be posted near the entrance of the commissary or in some equally accessible and visible area.
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