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:
<table>
<thead>
<tr>
<th>Number:</th>
<th>Title:</th>
<th>Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02.85.105</td>
<td>Pricing of Commissary Items</td>
<td>11/1/2021</td>
</tr>
</tbody>
</table>

4. The price list shall be posted near the entrance of the commissary or in some equally accessible and visible area.