

PPB

STATE OF ILLINOIS
PROCUREMENT POLICY BOARD

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**DEPARTMENT OF CORRECTIONS
COMMISSARY STUDY**

APRIL 2011

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BASIS FOR SUBMISSION

This report on procurement for the Illinois Department of Corrections' (DOC) commissary system is submitted in response to the Illinois Auditor General's repeat audit findings in 2004, 2006 and 2008. The audit findings (Appendix A), led to the Procurement Policy Board's concern that the policy of not competitively selecting commissary goods was not in conformance with the Illinois Procurement Code nor in the best interest of the State.

STUDY OBJECTIVE

The purpose of this study is to provide an assessment of the Illinois Department of Corrections' procurement activities related to its commissary functions to ensure compliance with the Illinois Procurement Code and in the process to optimistically increase efficiency, reduce cost, and recommend policies that would move the system forward in an orderly and consistent manner. There is also a concern that the Department of Corrections and the Department of Central Management Services, as Chief Procurement Officer, did not address the audit findings in a more timely fashion.

The purpose of this study is not to encourage privatization of the DOC's commissary system, but instead is focused on the procurement of items for sale in the inmate commissary; not how items are priced, marketed or sold.

MISSION

Commissaries, as an institutional control benefit for the inmate population are authorized to sell groceries, household, health and beauty supplies, clothing and shoes, clear case electronics and other miscellaneous items to inmates at the lowest practical price. Commissaries are operated in facilities and operate in compliance with standards proposed in rule, through administrative directives and at the direction of a Commissary Committee.

Commissary operations are set out in rule in Title 20, Chapter I, Subchapter b, Part 210:

Section 210.10 Applicability

This Part applies to the Adult and Juvenile Divisions.

Section 210.20 Commissary Operations

- a) Each adult and juvenile facility may establish a commissary or canteen for committed persons.
- b) Items sold in the committed persons' commissary shall be shown on an approved listing of standard commissary items.
- c) Commissary credit shall not be extended.
- d) Committed persons or employees assigned to commissaries where non-packaged food is handled shall be screened by medical staff prior to commencing work in food service areas.

Section 210.30 Commissary Profits

Commissary profits shall be transferred to the appropriate benefit fund.

Commissary Operations are also set out by Administrative Directives (see Appendix B), most dating from prior to 2001:

Subject of Administrative Directive	Number	Date
Funds:	02.44.101	5/1/2000
	02.44.105	5/1/2000
	02.44.110	11/1/2004
General:	02.85.101	11/1/2000
Inventory:	02.85.110	11/1/2000
Pricing:	02.85.105	11/1/2000
Purchasing:	02.85.102	11/1/2000
Receiving and Storage:	02.85.103	10/1/2001
Sales:	02.85.115	11/1/2000

PROCUREMENT POLICY BOARD REQUEST

Pursuant to Section 5-5(b-5) of the Illinois Procurement Code, the Procurement Policy Board elected to conduct a study due to its concern regarding the Department of Corrections' policy of not using competitive sealed bidding or competitive sealed proposals in the purchase or procurement of items for resale in the Department of Corrections' commissaries at Correctional Centers.

The Procurement Policy Board requested the following:

1. A copy of any and all current contracts related to DOC commissary.
2. A copy of the Department's Administrative Directive 02.85.102, effective November 1, 2000, including any revisions or subsequent versions of A.D. 02.85.102.
3. Copies of any and all other of the Department's Administrative Directives related to the purchase or procurement of commissary items at Correctional Centers.
4. A copy of any and all communication including email, fax, physical correspondence, etc. between the Department of Corrections and the Department of Central Management Services regarding the purchase or procurement of items for resale in the Department's commissaries at Correctional Centers.
5. A breakdown of the total dollars spent by facility and by each vendor for all purchases of items for resale in the Department's commissaries at Correctional Centers for both fiscal years 2009 and 2010, provided in a Microsoft Excel format. Facilities to be included are:
 1. Big Muddy River Correctional Center
 2. Centralia Correctional Center
 3. Danville Correctional Center
 4. Decatur Correctional Center

5. Dixon Correctional Center
6. Dwight Correctional Center
7. East Moline Correctional Center
8. Graham Correctional Center
9. Hill Correctional Center
10. Illinois River Correctional Center
11. Jacksonville Correctional Center
12. Lawrence Correctional Center
13. Lincoln Correctional Center
14. Logan Correctional Center
15. Menard Correctional Center
16. Pinckneyville Correctional Center
17. Pontiac Correctional Center
18. Robinson Correctional Center
19. Shawnee Correctional Center
20. Sheridan Correctional Center
21. Southwestern Illinois Correctional Center
22. Stateville Correctional Center
23. Tamms Correctional Center
24. Taylorville Correctional Center
25. Vandalia Correctional Center
26. Vienna Correctional Center
27. Western Illinois Correctional Center

6. A copy of any and all catalogs, price sheets, pre-printed order forms, etc. currently in use for the purchase or procurement of items for resale in the Department's commissaries at Correctional Centers.

FINDINGS

Illinois Auditor General's Reports

The Illinois Auditor General reported essentially identical audit findings in the audits for the years ending June 30, 2004, 2006 and 2008:

- Purchases were not made by competitive sealed bidding or competitive sealed proposals as required by the Code. The Correctional Centers receive catalogs from various vendors and select products from the catalogs for resale in the commissary.
- Terms and conditions for the purchases of goods from vendors for the commissaries were not documented in the form of a contract as required by the Code. Upon selection of a vendor an Order for Delivery (OFD) is prepared to document the purchase.
- None of the required procurement notices were published in the Illinois Procurement Bulletin as required by the Code.
- The Department's Administrative Directive, which provides guidance to employees on commissary purchase does not include all the requirements as set forth in the Code.

Department management indicated they have requested guidance and direction from CMS on the commissary purchasing. Due to security needs and specialized products, CMS and the Department are working together to determine the proper way to complete the purchases.

By not following the requirements of the Code the Department has limited the pool of available vendors to only a few selected vendors. In addition, the Department may be paying more for commodities for their commissaries than they should.

We recommend the Department comply with the requirements of the Illinois Procurement Code in making commissary purchases.

Department officials accepted our recommendation and noted they will continue to work with CMS to define competitive purchasing processes for the commissary operations that are consistent with the State's procurement policy while meeting the security and safety needs of the Department.

Commissary Sales at Adult Correctional Centers

This study shows that the commissary system has been very successful in meeting the needs of the inmates. This is evidenced by the aggregate sales figures for FY2009 (\$29,166,270.68) and FY2010 (\$30,364,586.14). The Procurement Code applies regardless of the source of funds, and in this case, all costs are borne by the inmates. Even taking into consideration that commissary items are currently purchased on a facility by facility basis, the totals are substantial:

Facility	Fiscal Year	Amount
Big Muddy River Correctional Center	2009	\$ 1,057,510.26
Centralia Correctional Center	2009	\$ 1,091,912.26
Danville Correctional Center	2009	\$ 1,446,933.35
Decatur Correctional Center	2009	\$ 467,596.98
Dixon Correctional Center	2009	\$ 2,026,633.66
Dwight Correctional Center	2009	\$ 839,424.25
East Moline Correctional Center	2009	\$ 923,807.81

Graham Correctional Center	2009	\$	1,039,607.88
Hill Correctional Center	2009	\$	1,188,070.88
Illinois River Correctional Center	2009	\$	1,358,676.42
Jacksonville Correctional Center	2009	\$	1,439,672.18
Lawrence Correctional Center	2009	\$	1,080,181.12
Lincoln Correctional Center	2009	\$	1,071,561.12
Logan Correctional Center	2009	\$	1,586,570.55
Menard Correctional Center	2009	\$	1,982,878.58
Pinckneyville Correctional Center	2009	\$	1,107,094.33
Pontiac Correctional Center	2009	\$	542,132.55
Robinson Correctional Center	2009	\$	913,596.04
Shawnee Correctional Center	2009	\$	1,202,864.28
Sheridan Correctional Center	2009	\$	685,140.91
Southwestern Illinois Correctional Center	2009	\$	494,551.66
Stateville Correctional Center	2009	\$	969,716.29
Tamms Correctional Center	2009	\$	208,546.29
Taylorville Correctional Center	2009	\$	935,987.03
Vandalia Correctional Center	2009	\$	1,207,207.62
Vienna Correctional Center	2009	\$	948,079.60
Western Illinois Correctional Center	2009	\$	1,350,316.78
Total		\$	29,166,270.68

Facility	Fiscal Year	Amount
Big Muddy River Correctional Center	2010	\$ 1,110,773.73
Centralia Correctional Center	2010	\$ 1,100,033.50
Danville Correctional Center	2010	\$ 1,469,640.90
Decatur Correctional Center	2010	\$ 447,765.59
Dixon Correctional Center	2010	\$ 2,042,884.16
Dwight Correctional Center	2010	\$ 875,665.93
East Moline Correctional Center	2010	\$ 861,537.90
Graham Correctional Center	2010	\$ 1,139,797.56
Hill Correctional Center	2010	\$ 1,324,355.36
Illinois River Correctional Center	2010	\$ 1,383,873.96
Jacksonville Correctional Center	2010	\$ 1,398,455.69
Lawrence Correctional Center	2010	\$ 1,286,564.00
Lincoln Correctional Center	2010	\$ 1,091,102.64
Logan Correctional Center	2010	\$ 1,475,061.48
Menard Correctional Center	2010	\$ 2,106,703.85
Pinckneyville Correctional Center	2010	\$ 1,211,279.63
Pontiac Correctional Center	2010	\$ 783,209.00
Robinson Correctional Center	2010	\$ 949,719.23
Shawnee Correctional Center	2010	\$ 1,382,660.88
Sheridan Correctional Center	2010	\$ 912,778.98
Southwestern Illinois Correctional Center	2010	\$ 519,452.13
Stateville Correctional Center	2010	\$ 1,060,908.22
Tamms Correctional Center	2010	\$ 223,115.72
Taylorville Correctional Center	2010	\$ 958,549.05
Vandalia Correctional Center	2010	\$ 899,616.23
Vienna Correctional Center	2010	\$ 879,027.93
Western Illinois Correctional Center	2010	\$ 1,470,052.89
Total		\$ 30,364,586.14

Quality of life and morale are key issues in ensuring the safety of correctional facility staff in addition to the safety of the inmate population. The use of the commissary is a privilege afforded to inmates showing good behavior.

Illinois Procurement Code

The Illinois Procurement Code [30 ILCS 500] applies, regardless of the source of the funds with which the contracts are paid. In the case of the Department of Corrections' commissary operations, the source of the funds is the inmate population. Inmates may earn funds by performing menial work at the facility or funds may be deposited into the inmate's account through donation. The commissary operations are completely self-sustaining, with 40% of the net profit from the inmate commissary being deposited in the Inmate Benefit Fund and 60% of the net profit being distributed to the Department of Corrections 523-Salary Reimbursement Fund.

The Inmate Benefit Fund, mandated by [730 ILCS 5/3-4-3] with guidelines provided by Administrative Directive 02.43.102, effective 10/01/2000, may be used for:

1. Expenditures for which each inmate or youth will have a similar opportunity to benefit from the expenditure.
2. Equipment or recreational items for use by inmates or youth, including repair of equipment or items.
3. Recreational or entertainment events for the inmates or youth.
4. Emergency transfer of funds to the Travel and Allowance Revolving Fund, when needed in adult and juvenile facilities, excluding transition centers.
5. The purchase of postage that will be available for sale through the Inmates' Trust Fund.
6. Advancement of inmate or youth payroll that will be reimbursed with State funds.
7. Reimbursement of inmate or youth property loss up to \$50.00 in accordance with Administrative Directive 02.06.110.
8. Advances to needy inmates or youth in transition centers.

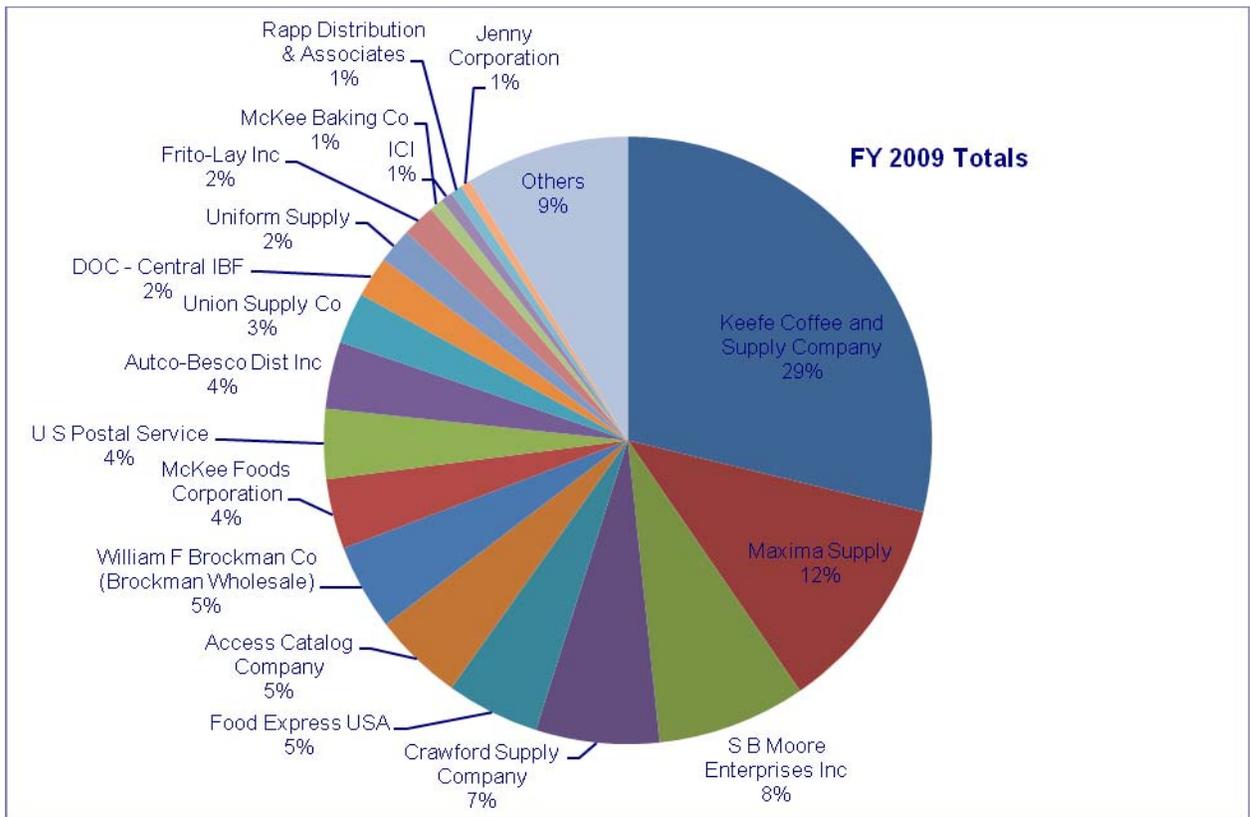
The current directive when procuring goods [AD 02.85.102] is that *whenever possible*, bids shall be requested in writing or by telephone from a minimum of three vendors. The bids shall be documented and maintained on file in the commissary. Upon selection of the vendor an Order for Delivery (OFD) shall be prepared, except for the following reasons:

1. Vendors are utilizing pre-printed order forms and accept orders either by hard copies or via telephone or fax from the pre-printed order forms. Copies of the orders shall be maintained by the Commissary Supervisor and shall be verified when the goods are received; or
2. Vendors visit the commissary to replenish stock on a regular basis.

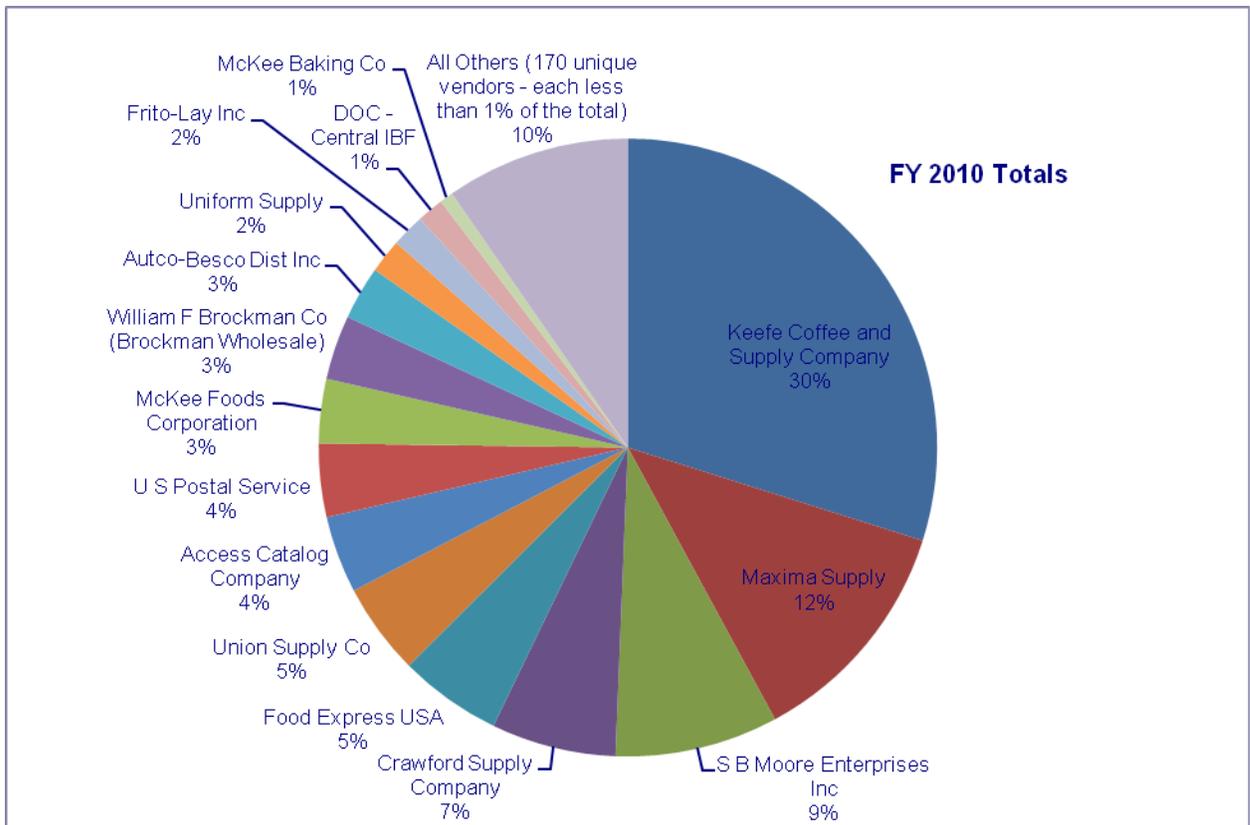
Commissary staff place orders using pin-number coding equipped telephones in the commissary that have very limited outside calling ability due to the security concerns of the inmate population.

Commissary Vendors

In fiscal year 2009, the Department of Corrections used 195 different vendors, 19 of whom captured 91%, or \$26,625,043.95 of the \$29,166,270.68 in total sales, leaving the remaining 9%, or \$2,541,226.73 to 176 vendors.



In fiscal year 2010, the Department of Corrections used 185 different vendors, 15 of whom captured 90%, or \$27,320,394.90 of the \$30,364,586.14 in total sales, leaving the remaining 10%, or \$3,044,191.24 to 170 vendors.



Use of Local Vendors

Many items purchased are either perishable or are purchased from local vendors in protected distribution areas who visit the commissaries on a regular basis to replenish stock, such as snack cakes, chips and chip-style snacks and soda. The Department of Corrections facilities' commissaries are important to these local vendors in that the commissaries may represent a substantial portion of their business.

Commissary Committee

The Commissary Committee is charged with creating and maintaining a list of approved items for sale in Department of Corrections' commissaries, taking into account the security level and gender of inmates. The Commissary Committee meets on an as-needed basis. They met collectively twice in calendar year 2010 and once in 2011 to date. Department of Corrections staff were unable to provide documentation on at what authority the committee was formed.

The Commissary Committee is, at the time of this writing, made up of the following individuals:

Central Office:

Rick Orr, Operations Administrator
Donald Gaetz, Southern Region, Deputy Director of Operations
Austin Randolph, Northern Region, Deputy Director of Operations
Mary Ann Bohlen, Assistant Deputy Director, Fiscal Accounting Compliance
Nancy King, Executive Ethics Commission, State Purchasing Officer for DOC (Advisory Role)

Wardens:

Marcus Hardy, Stateville Correctional Center, Level 1
Geraldo Acevedo, Hill Correctional Center, Level 2
Richard Birkey, Illinois River Correctional Center, Level 3
Andy Ott, Graham Correctional Center, Level 4
Randy Grounds, Robinson Correctional Center, Level 5
Melody Hulett, Women and Family Services, Levels 1 and 4

Business Administrators:

Mark Pirtle, Illinois River Correctional Center
Pam Schlueter, Western Illinois Correctional Center

Union issues

Ordering of commissary items is specifically listed as a commissary staff function and cannot be reassigned due to collective bargaining agreements. The Commissary Supervisor is responsible for supervising commissary personnel, preparing daily reports, ordering goods for sale in the commissary, developing a master price list and supervising monthly inventories. The Commissary Supervisor is assisted by a Supply Supervisor I or II (Order Clerk) who takes merchandise orders from inmates during commissary trading, prices goods, places goods in container and may assist in filling bag sale orders. The Commissary Supervisor is also assisted by other Supply Supervisor I or IIs as needed. They issue commissary order slips to the inmates and verify offender identification and trust fund balance, in addition to checking order slips and merchandise for accuracy, totaling the sale, acquiring the inmate's signature and assisting in filling bag sale orders. An Inventory Supervisor is assigned from the Business Office to supervise the periodic physical inventory. In addition, a Sales

Clerk, who is an inmate worker, is responsible for sales at the Employee's Commissary and assists the Commissary and Inventory Supervisors as necessary. *It is not the intent of this study to reclassify any work duties or to privatize commissary functions in any way.*

Differences in Facilities

Security designation levels ensure consistency and standardization of operations at DOC's facilities. To effectively monitor operations from reception to discharge, designation levels offer a step-down program for inmates showing good behavior. The levels are designed to ensure continuity of services and flexibility to appropriately address inmate populations from reception through parole. Operations, such as inmate classification, program delivery, security and controlled movement, are similar at the same level facilities.

Corrections Security Levels:

Level 1	Maximum Security
Level 2	Secure Medium Security
Level 3	High Medium Security
Level 4	Medium Security
Level 5	High Minimum Security
Level 6	Minimum Security
Level 7	Low Minimum Security
Level 8	Transitional Security

Commissary items for sale vary by security level, the population gender (male vs. female) and can vary by physical location. Variations include that more items are available in the lower security settings where the inmate population risk level is not as high. Males and females require different personal hygiene items and local favorites based on location are also procured. (See Appendix C for the current listing of approved items by security level)

Fund Accounting Commissary Trading System (FACTS)

FACTS is a Department of Corrections owned and maintained real-time accounting and inventory management system used exclusively for the locally held funds. FACTS exists securely behind the DOC firewall to ensure the highest level of security for the privacy of the inmate accounts, as required by the Federal Deposit Insurance Corporation (FDIC). It is a dynamic system that has secure and complete audit trails, historical information for inmate accounts, commissary transactions and locally held fund details.

Illinois Department of Central Management Services

At the time of the audit findings, the Director of the Illinois Department of Central Management Services (CMS), as Chief Purchasing Officer (CPO) held procurement authority for all agencies under the Governor, including the Department of Corrections. It was the duty of CMS to provide guidance to DOC and/or procure supplies or services necessary for DOC to complete its mission.

It is apparent that, at least since September 2005, the issue of commissary procurement was on the radar of *both* DOC and CMS with little to no action taken on the part of CMS as Chief Purchasing Officer. An internal DOC email (between DOC employees) dated September 15, 2005 states that after a meeting with CMS it is decided that since these are commodity items over \$25,000, CMS had to conduct the procurement for DOC. The next communication of note was from CMS management to the DOC SPO on June 29, 2006 asking if DOC is still interested in a procurement for Commissary. Then, nearly three years later on March 1, 2009 the DOC State Purchasing Officer states to the then

Portfolio Manager over Equipment and Commodities at CMS in an email, that “several years ago IDOC approached BOSSAP (CMS Bureau of Strategic Sourcing and Procurement) about bidding out the agency’s inmate commissary items”.

It must be noted that DOC and CMS were, after March 1, 2009, working on two separate and independent commissary/concession issues – the concession for the Department of Juvenile Justice (DJJ) and the commissary for the Department of Corrections adult facilities. While the DOC commissary solicitation would be put out for commodity items only, the DJJ concession is a service plus commodities concession, meaning the solicitation would cover the service of off-site bagging of the concession items in addition to procuring the commodities sold. Due to the difference, it was decided early on to separate the two.

Below is a brief email timeline of both the DOC commissary and DJJ concession solicitations from November 5, 2004 – present:

2004:

- November 5, 2004 – First mention of bidding out concessions for juvenile facilities

2005:

- January 28, 2005 – DOC SPO mentions bidding commissary Statewide
- January 29, 2005 – DOC SPO requests the names of the vendors handling the juvenile facilities’ off-site bagged commissary and the names of the vendors that adult facilities order their commissary items
- March 22, 2005 – DOC SPO receives direction from DOC Deputy Director to continue with “food, commissary and vending contracts”
- April 13, 2005 – DOC SPO distributes first draft of the Commissary RFP internally at DOC
- September 15, 2005 – After a meeting with CMS it is decided that since these are commodity items over \$25,000, CMS had to conduct the procurement for DOC

2006:

- June 29, 2006 – CMS asks DOC SPO if DOC is still interested in putting out a bid for commissary

2008:

- April 3, 2008 – CMS buyer asks DOC what the process is to set up and/or stock the prison commissaries
- DOC internal response is that DOC “...follows the small purchases rules at this time until CMS can do something different”

2009:

- March 1, 2009 – DOC SPO contacts CMS regarding bidding out the DOC commissary
- August 11, 2009 – CMS contacts DOC SPO to schedule a meeting to discuss DOC commissary
- September 24, 2009 – Commissary site visit to DOC Lincoln and Logan facilities with CMS buyer
- September 28, 2009 – Commissary site visit with CMS buyer
- October 14, 2009 – DOC SPO requests delegation back to DOC from CMS
- November 20, 2009 – DOC SPO requests delegation back to DOC from CMS

2010:

- January 11, 2010 – DOC SPO holds conference call to discuss delegation of commissary bid with CMS
- January 21, 2010 – DOC creates Procurement Business Case (PBC)
- January 22, 2010 – DOC SPO approves PBC
- January 25, 2010 – CMS Portfolio Manager approves PBC
- January 26, 2010 – Governor’s Office of Management and Budget (OMB) approves PBC
- February 15, 2010 – DOC SPO requests delegation back to DOC from CMS
- February 18, 2010 – DOC Assistant Director alerts DOC Director that AFSCME approached her to express concerns regarding the commissary bidding process – the effect on local business, infringing on Supply Supervisors’ duties. DOC Director forwards to DOC Labor Relations

- February 19, 2010 – CMS representative states that he is reviewing the delegation request and will respond the following week
- March 10, 2010 – CMS buyer supplies sample commissary bid from DHS to DOC SPO for review
- March 29, 2010 – DOC SPO requests conversation with CMS to discuss time sensitivity of commissary bid – CMS responds that a delegation letter is owed to the DOC SPO
- April 27, 2010 – CMS buyer requests that PBC be updated with how the commissary payment process works
- April 29, 2010 – DOC SPO requests discussion with CMS Acting Portfolio Manager regarding DOC commissary bid, stating that the previous Portfolio Manager "...did not want to take this on, but he also did not delegate this back to the agency."
- June 9, 2010 – DOC Assistant to the SPO sends email to the DOC SPO that she hasn't seen any movement on commissary or concessions in the past month and mentions the lack of communication from CMS regarding delegation of the DOC commissary bid.
- July 21, 2010 – CMS buyer submits first draft of IDJJ bid document to DOC for review
- December 7, 2010 – DOC SPO reminds CMS that they need to move forward on the DJJ concession and DOC commissary bids. DOC SPO requests delegation of DJJ concession back to DOC so work can begin on DOC commissary solicitation
- December 7, 2010 – DJJ Director requests copy of draft DJJ concession solicitation.
- December 16, 2010 – CMS supplies copy of draft DJJ concession solicitation for DJJ Director review
- January 31, 2011 – CMS follows up with DOC SPO for status of DJJ Director review of DJJ concession solicitation
- February 17, 2011 – DJJ Director approves draft solicitation
- March 23, 2011 – PPB staff request status of DJJ concession solicitation

The SPO for DOC requested multiple times that CMS delegate purchasing authority back to DOC for the Adult Commissary procurement, but received no direct response.

After multiple requests over the span of ten days, CMS eventually provided the Procurement Policy Board with the following timeline for the publication and award of the Department of Juvenile Justice solicitation for concession services:

04/04/2011:	Publish solicitation
04/22/2011:	Bid due date
04/29/2011:	Complete tabulation and initial review; request samples
05/06/2011:	Sample due date
05/20/2011:	Request approval for intent to award
05/27/2011:	Publish intent to award

MAJOR CONCLUSIONS

Generally, the commissary system has been successful in meeting its assigned mission. However, the procurement philosophy and associated levels of service provided by the respective commissaries are not uniformly consistent without competitive selection. As it stands, each facility is required to request bids in writing or via telephone, with no guarantee that the price being offered to one facility for a particular product is the same price being quoted to another facility. It is also unknown if facilities' personnel are actually following procedures established in Agency Directives as the procedures are to be followed *whenever possible*.

All inmates are entitled to the same level of commissary service regardless of which facility operates the specific commissary store. Current practices among the facilities preclude this uniform exercise of the benefit. This trend can be reversed by developing a cost effective, responsive organization but left unchanged, the success of the commissary in meeting customer expectations will require more resources to meet the demand for service.

This study also revealed that the Department of Corrections did not directly delay any procurement movement. It appears that the Department of Central Management Services, as the Chief Procurement Officer, refused to delegate authority back to the Department of Corrections, while at the same time making little to no effort to drive the procurement or move the procurement forward.

2010 PROCUREMENT REFORM LEGISLATION

Effective July 1, 2010, procurement reform legislation [SB0051/PA 96-0795] made many changes to the way that the State conducts procurements. Included is a new provision that grants the exercise of all procurement authority in an independent Chief Procurement Officer (CPO), who is appointed by the Executive Ethics Commission. The CPO appoints State Purchasing Officers (SPOs) to exercise procurement authority at the direction of the CPO. In the case of the Department of Corrections' Commissary, it may be in the best interest of all stakeholders that the CPO delegates the procurement back to the DOC SPO for procurement. The timeline found in the "Findings" section of this study indicates that the DOC SPO, Ms. King, requested multiple times that the procurement be delegated back to DOC, with no response, yet the Department of Central Management Services was not proactive in moving forward with the procurement. This would remove the "middle man" and likely the delay.

The Department of Corrections will likely receive another audit finding for the period ending June 30, 2010, since the DOC commissary procurement has had very little movement or progression since March 1, 2009 at the hands of the Department of Central Management Services, who at the time held procurement authority as CPO.

The Department of Corrections has the information readily available and the DOC SPO has the ability to produce the specifications with reliable data using the Department's FACTS system. In addition, the DOC SPO has thorough knowledge of the security concerns and other significant factors, including the gender of a facility's population that will have substantial impact on the solicitation at the time of letting.

In addition, due to CMS' incredibly time-consuming processes for the letting of the DJJ solicitation, after more than two years in their hands, it may be in the best interest of all stakeholders involved for the Chief Procurement Officer to bypass CMS and delegate the procurement authority for the DOC commissary solicitation to the DOC SPO.

PROPOSED OPTIONS

While the main focus of this study was to provide an assessment of the Illinois Department of Corrections' procurement activities related to its commissary functions in addition to discovering why the audit findings were not addressed in a more timely fashion, the following are proposed options for the procurement of commissary items. The Department of Corrections, the State Purchasing Officer, in cooperation with the Chief Procurement Officer for the State of Illinois should work in conjunction with one another to select the most suitable and economical option that meets the needs of the Agency and its stakeholders.

The award might be made in the following ways:

STATEWIDE COMMISSARY MASTER CONTRACT

A master contract to a single vendor or master contracts to multiple vendors by line-item would be established for the use of all Department of Corrections facilities.

COMMISSARY CONTRACTS BY ZONES

At the time of solicitation, geographical zones would be set up, with vendors bidding by zone, security level of facility and gender.

FACILITY-SPECIFIC CONTRACTS

If the Department of Corrections were to seek solicitations that are let by each facility, it is recommended that the DOC State Purchasing Officer, with the cooperation of the Department of Corrections and the Commissary Committee, prepare a solicitation template that contains all potential line items and applicable terms and conditions that would be bid for all facilities. At the time of solicitation, each facility would prepare and, with SPO concurrence and using the established template, put out a solicitation specific to their security level and gender, after adding and/or removing terms and conditions or removing items that are not applicable to their specific facility. Local vendors would benefit in that they would be competing locally for business rather than Statewide.

MAINTAIN USE OF LOCAL VENDORS

It is certainly in the State's best interest to continue the use of local vendors, particularly for perishable items or for commodities that are supplied through protected distribution areas. Advantages of using local vendors include keeping funds in the local economy to sustain the health of the local economy in addition to reducing impact on the environment through less fuel being used and a reduction of carbon emissions. Local vendors' pricing may be higher than volume-discount vendors; however, that pricing may be offset by reduced delivery costs. It is important to also note that if there is more than one local vendor who can supply a commodity or service that no partiality is shown to one vendor over another. In the end, it will be necessary for local vendors to bid on the solicitations to ensure competitive pricing.

TIMELINE

If delegated back to the DOC SPO, DOC estimates that including the drafting of the solicitation, estimated time out for bid, evaluation of bids, review of samples and final award could be accomplished in 90 – 120 days or 12 – 16 weeks depending on what type of award is made, e.g., Statewide, by zone or by facility. If award is to be made by zone or by facility, it is recommended

that the DOC SPO select one zone or facility to use as a test case and if successful, then proceed with the other zones or facilities.

CONTRACT TERM

It is recommended that the initial contract be short-term, i.e. one year with two one year renewals, at the option of the State. This will allow for more competitive opportunities in a shorter time span, specifically for local vendors, in addition to allowing an opportunity to identify any issues with a shorter turnaround time for rebid, if necessary. Later contracts could be executed beyond one year.

SOLICITATION

It is recommended that the DOC SPO, with the assistance of Department of Corrections staff and the DOC Commissary Committee establish a solicitation template separated by groceries, household, health and beauty supplies, clothing and shoes, clear case electronics and other miscellaneous items from the approved commissary list. This template could be used whether the solicitation is let Statewide, by zone, or by facility and will ensure consistency between zones or facilities. The solicitation should allow vendors the opportunity to bid all lines or only those lines for items that they sell with the goal to establish indefinite quantity contracts, either Statewide, regionally or by facility, with responsible vendors to provide low cost, efficient and effective ordering and distribution of their product.

Specific factors to consider (not all-inclusive):

1. Require a choice of ordering methods, including Internet. The vendor should continually provide updated catalogs at no cost to the State. The vendor should be required to offer a dynamic DOC-specific on-line catalog and “shopping cart” that offers graphic and written descriptions with contract pricing of solicitation items and/or any approved substitutions.
2. Require vendors to submit samples of the products being offered to the Department of Corrections Commissary Committee for testing and evaluation at no additional cost to the State.
3. Special order and delivery requirements by facility.
4. Supplier will be required to maintain an adequate inventory of catalogued items.
5. No minimum order size or value required.
6. Consideration for out of stock items.
7. DOC reporting requirements.

CONCLUSION

To prevent continued audit findings and alleviate delays regarding the Department of Corrections’ commissary purchases, the Chief Procurement Officer should consider delegating procurement authority to the DOC SPO. With the DOC State Purchasing Officer taking the lead, and with the assistance of Department of Corrections staff and Commissary Committee, a solicitation should be prepared, let and contracts awarded for commissary items as soon as is feasible. This should ensure that the Department of Corrections’ needs are met in a much timelier manner with competitive pricing and alleviate future audit findings in regards to the procurement of DOC commissary supplies.

PPB

STATE OF ILLINOIS
PROCUREMENT POLICY BOARD

David Vaught, Chairman

Members: Michael Bass, Ed Bedore, Ricardo Morales

The Procurement Policy Board requested a copy of the 2004 audit from DOC and was provided with the two pages that follow.

**STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
COMPLIANCE EXAMINATION
FOR THE TWO YEARS ENDED JUNE 30, 2004**

CURRENT FINDINGS, RECOMMENDATIONS AND DEPARTMENT RESPONSES

FINDING 04-22 (Noncompliance With the Illinois Procurement Code)

The Department is not complying with the requirements of the Illinois Procurement Code (Code) with regard to purchases of items for resale in the Department's commissaries at Correctional Centers.

The Department maintains numerous commissary operations at Correctional Centers for inmates and employees. Purchases are made from vendors for commodities to be resold in the commissaries. Total purchases made from vendors for resale in the commissaries were approximately \$26 million for fiscal year 2004. The commissaries are self supported entities and the commodity purchases are made through non-appropriated locally held funds. As a result of testing performed during our compliance examination we noted the following items:

- Purchases were not made by competitive sealed bidding or competitive sealed proposals as required by the Code. The Correctional Centers receive catalogs from various vendors and select products from the catalogs for resale in the commissary. In addition, the commissary can contact multiple vendors by telephone and request bids.
- Terms and conditions for the purchases of goods from vendors for the commissaries were not documented in the form of a contract as required by the Code. Upon selection of a vendor an Order For Delivery (OFD) is prepared to document the purchase. OFD's are not utilized if the selected vendor uses pre-printed order forms or replenishes stock at the commissary on a regular basis.
- None of the required procurement notices were published in the Illinois Procurement Bulletin as required by the Code.
- The Department's Administrative Directive, 02.85.102, (Directive), which provides guidance to employees on commissary purchase does not include all the requirements as set forth in the Code. The Directive, effective November 1, 2000 notes that, "Whenever possible, bids shall be requested in writing or by telephone from a minimum of three vendors. The bids shall be documented and maintained on file in the commissary."

30 ILCS 500/20-5 of the Code sets forth that all State contracts, unless exempted, shall be awarded by competitive sealed bidding or competitive sealed proposals. In addition, Section 20-80/a of the Code also notes, "all written determinations required under this Article shall be placed in the contract file". Article 20 also requires that public notices of the invitation for bids or notice of the request for proposal be published in the Illinois Procurement Bulletin. The Code applies to the Department regardless of the source of the funds with which the contracts are paid.

**STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
COMPLIANCE EXAMINATION
FOR THE TWO YEARS ENDED JUNE 30, 2004**

CURRENT FINDINGS, RECOMMENDATIONS AND DEPARTMENT RESPONSES

FINDING 04-22 (Noncompliance With the Illinois Procurement Code) – Continued

Department management indicated they follow their Administrative Directives regarding the operation and purchase of goods for its commissaries. This requires various items to be purchased via bid and OFD. However, due to security concerns, there are many items that require specific packaging, or must be made of certain materials; Therefore, the Department believes its commissary purchases are sole source procurements. Additionally management went on to note it was critical to have deliveries as promised and scheduled. Failure to have merchandise as needed/desired by inmates could have a severe security concern; therefore it is part of the overall award process for vendors to comply with delivery requirements.

By not following the requirements of the Code the Department has limited the pool of available vendors to only a few selected vendors. In addition, the Department may be paying more for commodities for their commissaries than they should. (Finding Code Number 04-22)

RECOMMENDATION

We recommend the Department comply with the requirements of the Illinois Procurement Code in making commissary purchases.

DEPARTMENT RESPONSE

REPORT DIGEST

ILLINOIS DEPARTMENT OF CORRECTIONS

DEPARTMENT-WIDE FINANCIAL AUDIT

For the Year Ended:
June 30, 2006

GENERAL OFFICE COMPLIANCE EXAMINATION

For the Two Years Ended:
June 30, 2006

DEPARTMENT OF JUVENILE JUSTICE

For the Month Ended:
June 30, 2006

Summary of Findings:

Total this report	21
Total last report	21
Repeated findings	10

Release Date:
June 20, 2007



State of Illinois
Office of the Auditor General
WILLIAM G. HOLLAND
AUDITOR GENERAL

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SYNOPSIS

- ◆ The Department did not properly report vehicle accidents, maintain vehicle maintenance records, properly report the value of the “personal use” of State vehicles and file annual certifications of license and vehicle liability coverage.
- ◆ The Department did not follow administrative directives regarding accounting procedures or maintain adequate internal controls at their Adult Transition Centers.
- ◆ The Department did not maintain adequate documentation of employee training and did not appoint designated training coordinators.
- ◆ The Department does not have an automated payroll timekeeping system.
- ◆ The Department is adding a charge to the purchase price of the goods to be resold in the commissaries prior to adding the statutorily allowed percentage mark-up to arrive at the sales price to charge inmates in excess of what is statutorily allowed.
- ◆ The Department transferred funds out of specific appropriations when all of those funds would be needed to pay outstanding liabilities, thereby obtaining an interest free loan from the CMS revolving funds until the next fiscal year.
- ◆ The Department is not complying with the requirements of the Illinois Procurement Code (Code) with regard to purchases of items for resale in the Department’s commissaries at Correctional Centers.

{Expenditures and Activity Measures are summarized on the next page.}

DEPARTMENT OF CORRECTIONS - GENERAL OFFICE
FINANCIAL AUDIT AND COMPLIANCE EXAMINATION
For The Two Years Ended June 30, 2006

EXPENDITURE STATISTICS	FY 2006	FY 2005	FY 2004
• Total Expenditures (All Treasury Held Funds).....	\$205,794,558	\$208,360,627	\$228,887,183
OPERATIONS TOTAL.....	\$168,142,191	\$162,274,689	\$200,741,697
% of Total Expenditures.....	81.7%	77.9%	87.7%
Personal Services.....	\$77,156,364	\$68,593,814	\$72,115,028
% of Operations Expenditures.....	45.9%	42.3%	36.0%
Average No. of Employees.....	1,329	1,314	1,349
Average Employee Salary.....	\$58,056	\$52,202	\$53,458
Other Payroll Costs (FICA, Retirement).....	\$12,471,309	\$15,527,570	\$14,469,337
% of Operations Expenditures.....	7.4%	9.6%	7.2%
Contractual Services.....	\$46,342,316	\$46,030,573	\$57,471,756
% of Operations Expenditures.....	27.6%	28.4%	28.6%
Claims and Settlements.....	\$235,777	\$454,239	\$16,115,207
% of Operations Expenditures.....	.1%	.3%	8.0%
Repairs and Maintenance.....	\$1,323,300	\$399,997	\$3,376,044
% of Operations Expenditures.....	.8%	.2%	1.7%
Electronic Data Processing.....	\$4,619,823	\$7,680,833	\$8,863,239
% of Operations Expenditures.....	2.7%	4.7%	4.4%
Telecommunications.....	\$7,864,767	\$9,918,829	\$11,065,252
% of Operations Expenditures.....	4.7%	6.1%	5.5%
Commodities.....	\$863,673	\$857,899	\$1,436,258
% of Operations Expenditures.....	.5%	.5%	0.7%
Operation of Automobile Expenditures....	\$2,815,189	\$2,545,560	\$2,183,046
% of Operations Expenditures.....	1.7%	1.6%	1.1%
All Other Operations Items.....	\$14,449,673	\$10,265,375	\$13,646,530
% of Operations Expenditures	8.6%	6.3%	6.8%
GRANTS AND PROGRAMS.....	\$37,652,367	\$46,085,938	\$28,145,486
% of Total Expenditures.....	18.3%	22.1%	12.3%
• Cost of Property and Equipment.....	\$64,882,131	\$64,182,601	\$66,045,096
SELECTED ACTIVITY MEASURES (unaudited)	FY 2006	FY 2005	FY 2004
• ADULT CENTERS			
Average Daily Population.....	43,800	43,036	42,556
Rated Capacity.....	32,478	32,478	31,291
Population in Excess of Capacity.....	11,322	10,558	11,265
Average Annual Costs.....	\$20,593	\$21,636	\$21,295
• JUVENILE CENTERS			
Average Daily Population.....	1,459	1,451	1,552
Rated Capacity.....	1,754	1,580	1,580
Population in Excess / (Under) of Capacity.....	(295)	(129)	(28)
Average Annual Costs.....	\$66,923	\$70,911	\$62,756
• ADULT TRANSITION CENTERS			
Average Population.....	1,313	1,323	1,343
Rated Capacity.....	1,280	1,280	1,280
Population in Excess of Capacity.....	33	43	63
Average Annual Costs.....	\$22,629	\$21,126	\$21,240
AGENCY DIRECTOR			
During Audit Period: Roger E. Walker Jr.			
Currently: Roger E. Walker Jr.			

INTRODUCTION

This report presents our financial statement audit of the whole Department for the year ended June 30, 2006 and compliance attestation examination of the Department's General Office operations for the two years ended June 30, 2006.

During the two years ended June 30, 2006 the Department administered 35 correctional centers, which were comprised of 27 adult centers and 8 youth centers. In addition, the Department had 8 adult transition centers.

Department of Juvenile Justice

Effective June 1, 2006, Public Act 94-0696 established the Department of Juvenile Justice. This Act transferred certain rights, powers, duties, and functions that were exercised by the Juvenile Division of the Department of Corrections. Effective July 1, 2006 the Department of Correction's school district was transferred to the Department of Juvenile Justice. For the ease of reporting and accounting, information related to the Department of Juvenile Justice is included within this report.

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

INADEQUATE PROCEDURES REGARDING STATE VEHICLES

In performing our testing of the Department, we identified several weaknesses regarding the reporting of vehicle accidents, vehicle maintenance records, reporting the value of the "personal use" of State vehicles and annual certifications of license and vehicle liability coverage. We identified the following:

Accidents involving State owned vehicles were not reported to CMS in a timely manner

Unable to determine if maintenance on State owned vehicles was performed timely

The required form to document the "Personal Use" of State owned vehicles was not on file for the correct year

- During our review of 25 reported accidents involving State owned vehicles, we found 14 instances in which accidents had not been reported to the Department of Central Management Services (CMS) on a timely basis.
- During fiscal year 2006, we examined maintenance records for 25 vehicles and were unable to determine that proper maintenance records were maintained for 21 of the vehicles. Supporting documents that contained the mileage associated with each oil change could not be provided.

Required certification of license and vehicle liability either not filed timely or not filed at all

- During our testing of employees who were allowed the “personal use” of a State vehicle, we identified the required form for 14 out of 18 employees tested was not on file with the Department for the correct calendar year.
- During our testing, we found that 4 of 50 employees filed their required annual certifications of license and vehicle liability after the July 31st deadline. In addition, the Department could not provide copies or support that 3 of 50 employees had filed the required annual certification of license and vehicle liability coverage.

Department personnel stated all employees who travel are required to follow the Department’s Administrative Directive regarding vehicle accidents. Employees are encouraged to submit vehicle accident reports in a timely manner. The maintenance of personally assigned State vehicles is the responsibility of the employee to whom the vehicle is assigned. Department personnel also stated the oil changes are being performed; however the paperwork is not reaching the responsible input operator. Further, issues relating to reporting the “personal use” of State vehicles and late or missing certifications was due to human error and oversight. (Finding 1, pages 14-17) **This finding was first reported in 2000.**

We recommended the Department: (1) Send a formal notice to those employees whose jobs involve travel to remind them of the requirement and importance of filing accident reports in a timely manner. (2) Enforce vehicle maintenance schedules to reduce future year expenditures for repairs and to extend the useful lives of vehicles. (3) Establish controls to ensure compliance with the Treasury Rule regarding the “personal use” of a State vehicle. (4) Review procedures over timely filing of the required annual certification of license and liability coverage.

Department officials accepted our recommendation and responded management continues to work to achieve the highest level of internal controls regarding assets and vehicles. The Department’s response went on to highlight some of the specific tasks management will perform to address our recommendation. (For the previous Department response, see Digest footnote #1.)

Problems in 6 specific areas

NEED TO IMPROVE RECORDS AT ADULT TRANSITION CENTERS

Testing at the eight Adult Transition Centers (Centers) for the two years ended June 30, 2006, produced exceptions in

Similar weaknesses have been reported in the last 7 audits.

the following areas:

- Year end cash balances were misstated at six Centers.
- Deficiencies were identified in the processing of Residents' Trust Fund disbursements at two Centers.
- Weaknesses were noted in one Center's internal controls related to the Residents' Trust Fund.
- Documents related to resident loan files were not accurate and properly supported at two Centers.
- Inadequate controls of property and equipment records were identified at three Centers.
- Six resident financial files at one Center were missing required documents.

We reported similar weaknesses at the Centers in the previous seven audits. Department personnel stated that the on-going issues are the result of human errors. (Finding 2, pages 18-21) **This finding was first reported in 1994.**

We made a number of specific recommendations to the Department to improve accounting procedures and controls at the Centers.

Department officials accepted our recommendation and responded they have made significant improvements in the maintenance of the records at transitional centers during the past years and that increased utilization of automated accounting systems will address several of the exceptions. (For the previous Department response, see Digest footnote #2.)

Failure to document employees received the minimum required training

Lack of designated training coordinators

Failure to maintain required documentation

Similar problems reported in the last three audits

INADEQUATE DOCUMENTATION OF EMPLOYEE TRAINING AND NO DESIGNATED TRAINING COORDINATORS

During our review of Department training records, the Department was unable to document that 30 of the 30 employees tested had met the minimum training hour requirement. Fifteen employees were from the General Office, five were from the School District and ten were from Field Services.

In addition, there were no designated Training Coordinators for the General Office, School District or Field Services. We reported the same issue of not being able to document the minimum training hour requirements to the Department in the previous three audits.

According to the Department's Administrative Directive, Clerical and Support staff (primarily those who have little or no inmate contact) are required to complete a minimum of 16 hours of training each year after their first year on the job.

All other employees are required to complete a minimum of 40 hours each year. To ensure all employees receive training, the Directive further instructs that Training Coordinators shall be designated. Since the Department failed to maintain the required documentation, we were unable to determine if employees met the minimum training requirements.

Department personnel indicated the lack of training documentation was a result of untimely review and monitoring. The reason given by Department management for the exceptions is the same as was provided in the audits for the two years ending June 30, 2004, 2002 and 2000. (Finding 3, pages 22-23) **This finding has been repeated since 2000.**

We recommended the Department allocate sufficient resources to comply with their Administrative Directive to document and ensure employees receive the required training to enable them to perform their specific job duties.

Need to fully automate payroll timekeeping system

Department officials indicated they have implemented our recommendation and have named a training coordinator who will be responsible to ensure the proper tracking of training received and work with supervisors to ensure training records are maintained. (For the previous Department response, see Digest footnote #3.)

Timekeeping data for correctional center employees is manually tabulated and then entered into the payroll system

PAYROLL TIMEKEEPING SYSTEM NOT AUTOMATED

The Department-wide payroll timekeeping system is not fully automated. During the current engagement period the Department implemented additional functions of the payroll system they use to further automate the processing. This updated processing did not include all of the Department employees.

Department attributes problem to insufficient funds

We noted each correctional center still maintained a manual timekeeping system for several hundred employees. Correctional center employees sign in and out and the sign-in sheets are sent to the timekeeping clerk. Other information, including notification of absence and call-in reports, are also forwarded to the timekeepers. No automation is involved except for the processing of payroll warrants.

Department officials indicated there were insufficient funds available to develop a Department-wide system to replace the outdated manual system used for over 13,500 employees. The Department, as a part of the Shared Services initiative, is participating in the design sessions for an integrated financial system, which will include timekeeping and payroll applications.

Prudent business practices suggest that controls available through an automated timekeeping system can provide greater efficiency and reduce the potential for costly errors or employee abuse. (Finding 4, page 24) **This finding has been repeated since 1998.**

We recommended the Department implement an automated timekeeping system.

Department officials accepted our recommendation and noted as part of the Shared Services Program the Department is scheduled to be one of the pilot agencies for the implementation of an automated timekeeping solution. (For the previous Department response, see Digest footnote #4.)

MARKUPS ON INMATE COMMISSARY GOODS SOLD EXCEED LIMITS ALLOWED BY LAW

In testing the inmate commissary operations it was identified the Department was adding a charge to the purchase price of the goods to be resold in the commissaries prior to adding the statutorily allowed percentage mark-up to arrive at the sales price to charge inmates. The Department phased in the application of the charge, effective November 1, 2005 the charge was set at 3%, and was raised January 1, 2006 to 7%. During fiscal year 2006 the Department collected \$1,266,911, from the charge.

The Unified Code of Corrections sets forth “the selling prices for all goods shall be sufficient to cover the costs of the goods and an additional charge of up to 35% for tobacco products and up to 25% for non-tobacco products.” Based on the above statute the maximum amount to charge inmates for items sold in the inmate commissary would be the purchase price of the item plus any transportation costs the total of which would then be marked up to a maximum of 25%-35%.

Department management stated the charge was to help cover the costs of State employees who work in the inmate commissary, inmate labor for the commissary and utilities to operate the commissary. Department management also noted that based on their interpretation of the statute and Statewide Accounting Management System (SAMS) procedures they were allowed to apply the charge. (Finding 14, pages 37-38)

We recommended the Department comply with the statute and only mark-up the goods for resale in the inmate commissary the allowable amounts. We also recommended the Department seek a formal written opinion from the Attorney General regarding whether the charge is statutorily allowed.

\$1,266,911 was collected from inmates during fiscal year 2006 from adding an additional charge to goods sold from the inmate commissary

Goods sold in the inmate commissary included an additional charge not allowed by State law

\$4,045,700 was transferred out of appropriations used to pay CMS revolving fund billings leaving \$5,617,433 owing the revolving funds at June 30, 2006

Department officials accepted our recommendation and noted historically the Department has reflected a cost based upon the items only. The Department went on to indicate they intend to work with other authoritative State agencies regarding a more refined interpretation of cost of goods.

DEPARTMENT TRANSFERRED MONEY FROM APPROPRIATIONS AND DID NOT PAY REVOLVING FUND BILLINGS

In our testing we found that at June 30, 2006 the Department still owed the Department of Central Management Services (CMS) revolving funds \$5,617,433. The Department transferred funds from the appropriations of four classifications that should have been used to pay billings from the CMS revolving funds. The net amount of transfers for fiscal year 2006 for the four appropriations was \$4,045,700. A total of \$510,000 in transfers occurred prior to June 30, 2006, the balance of the transfers occurred during July and August of 2006, which was the fiscal year 2006 lapse period.

Department management indicated they needed to transfer the funds from the appropriations used to pay CMS revolving fund billings to meet other obligations of the Department at the end of fiscal year 2006. Per the CMS Administrative Rules, "User agencies shall not leave Internal Service Fund bills unpaid in order to circumvent fiscal year budgetary controls". The Department transferred funds out of specific appropriations when all of those funds would be needed to pay outstanding liabilities, thereby obtaining an interest free loan from the CMS revolving funds until the next fiscal year.

The use of transfers in this manner distorts the actual budgetary process by misleading what was actually used for the fiscal year related to those appropriations. (Finding 17, pages 43-44)

We recommended the Department follow the CMS Administrative Rules and only transfer funds out of appropriations used to pay revolving fund billings when it is determined there may be excess funds and not to pay other obligations when those funds would be needed to pay current billings.

Department officials accepted our recommendation and noted they used the statutorily allowed ability to make 2% appropriation transfers as stated within the State Finance Act. In addition, the Department also indicated they used the flexibility provided through utilizing CMS revolving fund catch-up billings to free up funds for other mandated

obligations.

NONCOMPLIANCE WITH THE ILLINOIS PROCUREMENT CODE

Department transferred funds to meet other obligations

The Department is not complying with the requirements of the Illinois Procurement Code (Code) with regard to purchases of items for resale in the Department's commissaries at Correctional Centers.

The commissaries commodity purchases are made through non-appropriated locally held funds. As a result of testing performed during our compliance examination we noted the following items:

- Purchases were not made by competitive sealed bidding or competitive sealed proposals as required by the Code. The Correctional Centers receive catalogs from various vendors and select products from the catalogs for resale in the commissary.
- Terms and conditions for the purchases of goods from vendors for the commissaries were not documented in the form of a contract as required by the Code. Upon selection of a vendor an Order For Delivery (OFD) is prepared to document the purchase.
- None of the required procurement notices were published in the Illinois Procurement Bulletin as required by the Code.
- The Department's Administrative Directive, which provides guidance to employees on commissary purchase does not include all the requirements as set forth in the Code.

Purchases of goods for resale in commissaries not made in accordance with the Illinois Procurement Code

Department management indicated they have requested guidance and direction from CMS on the commissary purchasing. Due to security needs and specialized products, CMS and the Department are working together to determine the proper way to complete the purchases.

By not following the requirements of the Code the Department has limited the pool of available vendors to only a few selected vendors. In addition, the Department may be paying more for commodities for their commissaries than they should. (Finding 21, pages 50-51)

Competitive sealed bidding not performed

We recommended the Department comply with the requirements of the Illinois Procurement Code in making commissary purchases.

Terms and conditions not documented in formal contracts

Department officials accepted our recommendation and noted they will continue to work with CMS to define competitive purchasing processes for the commissary operations that are consistent with the State's procurement policy while meeting the security and safety needs of the Department.

Notices not published in the

Illinois Procurement Bulletin

Administrative Directive does not include all Illinois Procurement Code requirements

OTHER FINDINGS

The remaining findings are reportedly being given attention by the Department. We will review the Department's progress toward the implementation of our recommendations in our next engagement.

IYC - RUSHVILLE AND THOMSON CENTERS

During the engagement period the Department had not moved any inmates into the IYC - Rushville or Thomson centers. Funds were not specifically appropriated for fiscal year 2005 or 2006 to fund the operation of either Center.

Since the completion of the centers, the Department has incurred expenditures related to personnel, contractual agreements and telecommunications to ensure the buildings were being properly maintained and secured. The Department expended approximately \$1.3 million and \$2.2 million respectively, for fiscal years 2005 and 2006 on both Centers. Part of the fiscal year 2006 expenditures are related to opening the Minimum Security Unit at the Thomson Center. The Thomson Correctional Center's Minimum Security Unit began receiving inmates in August of 2006.

Effective July 1, 2006 the Department of Human Services began utilizing IYC – Rushville for their Treatment and Detention Facility.

AUDITORS' OPINION

Our auditors stated the Department's financial statements as of and for the year ended June 30, 2006 were fairly presented in all material respects.

WILLIAM G. HOLLAND, Auditor General

Department spent \$1.3 million in FY 05 and \$2.2 million in FY 06 to maintain the Rushville and Thomson Centers

WGH:RPU:pp

SPECIAL ASSISTANT AUDITORS

Crowe Chizek and Company LLC. were our special assistant auditors for this engagement.

DIGEST FOOTNOTES

#1 INADEQUATE PROCEDURES REGARDING STATE VEHICLES- Previous Department Response

2004: Recommendation accepted: The Department will make every effort to enforce procedures and requirements for the maintenance of State vehicles. The Department will remind staff of the importance of accurate and timely submission of information regarding the use of State vehicles and any accidents. Communication will be distributed to all staff utilizing State vehicles to remind them of the policies and procedures regarding the operation and maintenance of the automobiles.

#2 ADULT TRANSITION CENTERS RECORDS NOT PROPERLY MAINTAINED - Previous Department Response

(The Department response listed eight specific items to address the detailed recommendation in the finding, the specific responses are not included here, only a summary of the Department's response.)

2004: Recommendation Partially Implemented. Several processing changes have been made at the ATCs including automation of the maintenance payment calculation; the consolidation of all inmate benefit funds; central reconciliation of locally held fund reports; monthly dormant account and check processing and other accounting procedures.

#3 INADEQUATE DOCUMENTATION OF EMPLOYEE TRAINING AND NO DESIGNATED TRAINING COORDINATORS –Previous Department Response

2004: Recommendation accepted: The Department will make every effort to ensure employee training is documented. Training coordinators will be named for the General Office, School District and Field Services areas. Employees receive numerous hours of training, most specifically on the job training. Due to limited staff, cross training is a major requirement. The hours of on the job training will be documented in order to address the appearance of a lack of training. Additionally, a local area training coordinator will be assigned by functional area for the General Office, Field Services and School District. The Department Training Academy will hold training to ensure the local area coordinators have an adequate base of knowledge to help the employees in their area to meet their mandatory training hours.

#4 PAYROLL TIMEKEEPING SYSTEM NOT AUTOMATED –Previous Department Response

2004: Recommendation accepted: the Department is currently pursuing several options for the automation of the timekeeping system. One avenue under investigation is the modification and utilization of the Department of Human Service's system. All system options are being carefully weighed to ensure the advantages are greater than the limited resources expended.

REPORT DIGEST

ILLINOIS DEPARTMENT OF CORRECTIONS

DEPARTMENT-WIDE FINANCIAL AUDIT

For the Year Ended:
June 30, 2008

GENERAL OFFICE COMPLIANCE EXAMINATION

For the Two Years Ended:
June 30, 2008

Summary of Findings:

Total this report	47
Total last report	21
Repeated findings	19

Release Date:
August 6, 2009

State of Illinois
Office of the Auditor General
WILLIAM G. HOLLAND
AUDITOR GENERAL

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SYNOPSIS

- ◆ The Department of Corrections (Department) year end financial reporting contained numerous inaccuracies and incomplete data.
- ◆ The Department did not provide all the requested documentation to the auditors in a timely manner and generally demonstrated a lack of cooperation during the audit.
- ◆ The Department improperly calculated its liabilities at June 30, 2008, which led to errors in financial reporting.
- ◆ The Department failed to pay \$13,120,311 to the Department of Central Management Services (DCMS) as of June 30, 2008.
- ◆ The Department indebted the State for approximately \$10.6 million by procuring services and products for amounts that exceeded the funds appropriated without authorization.
- ◆ The Department did not accurately record all capital asset information in their financial records. The precise inaccuracy could not be determined, but auditors estimated capital assets could be understated by as much as \$30 million as a result of improperly recorded transfers from the Capital Development Board.
- ◆ During testing, numerous exceptions were identified related to the administration, accounting and financial reporting of the Department's locally held (bank accounts) funds.
- ◆ The Department failed to adequately establish controls over its inventory. Numerous exceptions were noted regarding the inventory balances at Correctional Centers.
- ◆ The Department failed to satisfy the legislative intent of its appropriation authority for the hiring of front line staff during fiscal years 2007 and 2008.
- ◆ The Department paid the personnel costs of an employee working for the Governor's Office of Management and Budget.
- ◆ The Department is adding a charge to the purchase price of the goods to be resold in the commissaries in excess of what is statutorily allowed.
- ◆ The Department is not complying with the requirements of the Illinois Procurement Code with regard to purchases of items for resale in the Department's commissaries at Correctional Centers.
- ◆ The Department did not maintain proper records at the Adult Transition Centers.
- ◆ The Department does not have an automated payroll timekeeping system.

{Expenditures and Activity Measures are summarized on the next page.}

DEPARTMENT OF CORRECTIONS - GENERAL OFFICE
FINANCIAL AUDIT AND COMPLIANCE EXAMINATION
For The Two Years Ended June 30, 2008

EXPENDITURE STATISTICS	FY 2008	FY 2007
● Total Expenditures (All treasury held funds, excluding funds appropriated to Correctional Centers)	\$224,693,645	\$227,700,367
OPERATIONS TOTAL	\$213,902,537	\$213,977,103
% of Total Expenditures.....	95.2%	94.0%
Personal Services.....	\$ 78,352,760	\$ 74,860,631
% of Operations Expenditures.....	36.6%	35.0%
Average No. of Employees.....	1,199	1,233
Average Employee Salary.....	\$ 65,348	\$ 60,714
Other Payroll Costs (FICA, Retirement).....	\$ 18,638,884	\$ 14,061,286
% of Operations Expenditures.....	8.7%	6.6%
Contractual Services.....	\$ 44,197,249	\$ 34,100,662
% of Operations Expenditures.....	20.7%	15.9%
Lump Sum Appropriations.....	\$ 55,165,242	\$ 70,833,242
% of Operations Expenditures.....	25.8%	33.1%
Repairs and Maintenance.....	\$ 830,896	\$ 849,568
% of Operations Expenditures.....	0.4%	0.4%
Electronic Data Processing.....	\$ 3,987,700	\$ 5,346,062
% of Operations Expenditures.....	1.9%	2.5%
Telecommunications.....	\$ 8,220,048	\$ 9,181,177
% of Operations Expenditures.....	3.8%	4.3%
Commodities.....	\$ 679,481	\$ 716,765
% of Operations Expenditures.....	0.3%	0.3%
Operation of Automobile Expenditures.....	\$ 3,125,040	\$ 3,279,443
% of Operations Expenditures.....	1.5%	1.5%
All Other Operations Items.....	\$ 705,237	\$ 748,267
% of Operations Expenditures.....	0.3%	0.4%
GRANTS AND PROGRAMS	\$ 10,791,108	\$ 13,723,264
% of Total Expenditures.....	4.8%	6.0%
SELECTED ACTIVITY MEASURES (unaudited)	FY 2008	FY 2007
● ADULT CENTERS		
Average Daily Population.....	43,990	44,117
Rated Capacity.....	32,983	32,983
Population in Excess of Capacity.....	11,007	11,134
Average Annual Costs.....	\$23,147	\$21,194
● ADULT TRANSITION CENTERS		
Average Population.....	1,274	1,318
Rated Capacity.....	1,280	1,280
Population (Under) in Excess of Capacity.....	(6)	38
Average Annual Costs.....	\$29,659	\$22,133
● ANALYSIS OF EMPLOYEE OVERTIME (Whole Department)		
Overtime Hours Paid.....	890,412	485,511
Value of Overtime Hours Paid.....	\$37,075,059	\$19,220,201
Compensatory Hours Used.....	538,220	443,722
Value of Compensatory Hours Used.....	\$15,364,621	\$11,882,158
AGENCY DIRECTOR		

INTRODUCTION

This report presents our financial statement audit of the whole Department for the year ended June 30, 2008 and compliance attestation examination of the Department's General Office operations for the two years ended June 30, 2008. During the two years ended June 30, 2008 the Department administered 28 adult correctional centers, 8 adult transition centers and Correctional Industries.

Nine findings included in the report were considered material weaknesses in internal control

The auditors identified 9 findings involving internal control over financial reporting that they considered to be material weaknesses. A material weakness is a significant deficiency in the internal control that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Department's internal control. The material weaknesses are described in the Schedule of Findings on pages 19 to 43 of the report. Following is a summary of some of the findings included in the report.

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

WEAKNESSES IN PREPARATION OF YEAR END FINANCIAL REPORTS AND STATEMENTS

Financial reporting information contained inaccuracies and incomplete data

The Department's year-end financial reporting contained numerous inaccuracies and incomplete data. These problems, if not detected and corrected, could materially misstate the Department's financial statements and negatively impact the statewide financial statements prepared by the Illinois Office of the Comptroller (Comptroller).

During the audit of the June 30, 2008 Department financial statements, auditors noted both untimely preparation and insufficient review of Generally Accepted Accounting Principles (GAAP) reporting packages submitted to the Comptroller. The auditors recommended extensive adjustments and corrections. Several of the problems noted were as follows:

Financial reporting forms submitted 1½ months late

- GAAP reporting packages were due to the Comptroller on September 12, 2008, but were not submitted until October 27, 2008, approximately 1½ months late.
- After numerous requests, the Department did not provide

Detailed workpapers not provided to auditors until five months after first requested

the auditors with detailed workpapers to support GAAP reporting packages and financial statements until February 19, 2009, almost five months after the date the documentation was first requested.

Liability balances were over and under stated in the reported financial information

- Accounts payable were overstated and encumbrances were understated by \$557,000. Amounts owed to State revolving funds totaling \$13,120,000 at June 30, 2008 were not included as liabilities. Expenditures in excess of Department appropriations totaling \$10,443,000 were not recorded as liabilities at June 30, 2008.

Capital assets were not properly recorded

- Transfers from the Capital Development Board were improperly recorded. The Department's Automated Property Control System did not allow for testing of depreciation by asset. The Department could not provide sufficient support for the additions, deletions, and net transfers of capital assets as originally reported to the Comptroller.

Auditors qualified their opinion on the Department's June 30, 2008 financial statements

Accurate and timely preparation of the Department's financial information for GAAP reporting purposes is important due to the complexity of the Department and the impact adjustments have on the statewide financial statements. Due to the significance of the weaknesses identified, the auditors were unable to express an unqualified opinion in the Independent Auditor's Report of the Department's June 30, 2008 financial statements.

Department noted lack of resources and competing priorities for errors

Department management stated the errors noted were due to a lack of resources and competing priorities for personnel.

We recommended the Department implement procedures to ensure GAAP Reporting Packages are prepared in a timely, accurate and complete manner, and that all supporting documentation is maintained in a contemporaneous manner. (Finding 1, pages 19-21)

Department officials responded that they have partially implemented our recommendation and have devoted resources within the limitations of the current technology and budget constraints to complete the GAAP reporting as required.

Lack of cooperation during engagement

REQUESTED DOCUMENTATION TO PERFORM AUDIT TESTING NOT PROVIDED TIMELY OR AT ALL

**78 requests for audit
documentation were received
31-120 days after due date**

The Department did not provide all the requested documentation to the auditors in a timely manner and generally demonstrated a lack of cooperation during the engagement.

**Failure to adequately respond
to auditor requests**

As a result of the Department's audit request protocol a number of requested documents to perform the audit testing were not provided timely. Documents related to 208 requests were provided after the due date they were requested to be provided. Further, 78 of the requests were received 31 to over 120 days late, with 15 being over 120 days late.

In addition to providing requested audit documentation late, the Department did not adequately respond to all auditor requests. Specifically they failed to provide the auditors with all the requested documents. As a result, for those requests where documents were partially provided auditors could not complete the associated testing and considered the missing items to be exceptions.

**Information provided to
auditors 5 months after due
date**

There were also 17 requests for audit documentation that the Department failed to complete and had to be considered exceptions during our testing. Many of these are included as part of other findings in the report.

**Department noted timing
constraints and competing
priorities caused the problems
in providing auditors with
information**

Finally, the Department did not provide the auditors with detailed workpapers to support the fiscal year 2008 GAAP reporting packages submitted to the Comptroller's Office until February 19, 2009, approximately **5 months late**. Providing auditors with requested supporting documentation almost five months late significantly delays the audit and negatively impacts the preparation and audit of the statewide financial statements.

Department management stated they were unable to provide the requested information timely because of timing constraints and competing priorities. This finding is repeated from the previous report, in which the Department stated it would comply timely and accurately with all requests and be vigilant in the follow up to determine the auditor's questions and needs are met. (Finding 2, pages 22-24)

We recommended the Department reevaluate and restructure its process of providing an audit liaison function to the auditors to ensure requested engagement documentation is provided in a timely manner as required by

the Illinois State Auditing Act.

Department officials accepted our recommendation and responded they are in the process of reviewing their operations and will plan a restructuring of the audit liaison function in accordance with State statutes.

Department originally understated liabilities by \$23 million at June 30, 2008

IMPROPER CALCULATION AND REPORTING OF LIABILITIES AT YEAR END

Accounts payable and encumbrance reporting errors

The Department did not utilize a comprehensive, consistent methodology to analyze and calculate its liabilities at year end, resulting in numerous errors in the Department's financial data as reported on their year end financial statements. As a result, the Department originally understated its liabilities by a net of approximately \$23 million at June 30, 2008. Auditors recommended, and the Department made, adjustments to correct the June 30, 2008 financial statements. The following exceptions were noted:

Unpaid balance due to DCMS

- The Department deemed all of its lapse period spending to be accounts payable, rather than consider whether or not the items or services purchased were received prior to June 30. As a result of this process, the Department overstated accounts payable and understated encumbrances by \$557,000 at June 30, 2008.
- The Department did not include the amounts owed to the State revolving funds at June 30, 2007 or 2008 in its amounts due to other funds at year end. This resulted in an understatement of liabilities totaling \$13,120,000 at June 30, 2008 and a \$10,844,000 restatement of beginning net assets as of July 1, 2007.
- The Department incurred expenditures in fiscal year 2008 in excess of its appropriations at June 30, 2008. The vendors who were owed money were instructed to submit their requests for payment to the Court of Claims. The Department did not include these liabilities in its accounts payable at June 30, 2008. As a result, accounts payable were understated \$10,443,000.

Amounts expended in excess of appropriation not recorded

Department noted errors were due to oversight

Department management indicated the lack of reporting was due to oversight. (Finding 3, pages 25-26)

We recommended the Department establish a comprehensive, consistent methodology for determining liabilities and accumulating the information necessary for accurate financial reporting.

Over \$13 million owed to DCMS revolving funds was left unpaid at the end of fiscal year 2008

Department officials responded that they have implemented our recommendation and have developed a consistent methodology for financial reporting.

DEPARTMENT DID NOT PAY REVOLVING FUND BILLINGS

Part of the outstanding liability is attributable to amounts left unpaid from previous years

The Department failed to pay \$13,120,311 to DCMS at June 30, 2008. Auditors also noted the Department did not record this revolving fund liability for financial reporting purposes. Of the liability owed to DCMS at June 30, 2008, \$2,373,534 represents amounts still owed for services provided in fiscal years 2006 and 2007.

Department indicated they did not have sufficient funds to pay DCMS

The previous audit cited the Department for transferring funds out of the line items used to pay the revolving fund billings to pay other bills. The auditors noted the Department did not transfer funds out of the revolving fund line items during the audit period. Rather, the Department has built up such a large liability from previous years that the appropriations received during the audit period did not provide enough funding to pay the current charges or those owed from previous years.

Department management indicated there was not sufficient funds to pay the invoices due DCMS. Per the DCMS Administrative Rules, "User agencies shall not leave Internal Service Fund bills unpaid in order to circumvent fiscal year budgetary controls". (Finding 4, pages 27- 28)

We recommended the Department work with the Governor's Office of Management and Budget to determine a method by which to become current with its balance due to DCMS and initiate reductions in other line items to ensure sufficient funds exist to pay for the services provided by DCMS.

Department expended \$10.6 million more than appropriated without authorization

Department officials indicated the recommendation has been implemented and that during fiscal year 2009 the balances due DCMS have been paid and that they have remained current with open invoices for operation of automotive and telecommunication expenditures.

DEPARTMENT INDEBTED THE STATE WITHOUT AUTHORIZATION

Department reduced contract obligation documents for medical services to free up funds for other obligations

The Department indebted the State for approximately \$10.6 million by procuring services and products for amounts that exceeded the funds appropriated without authorization. The \$10.6 million indebtedness is owed to two entities, \$6.3 million to a medical services company and \$4.3 million to a supplier of electric and gas utilities. The Department also failed to promptly approve the vendor/supplier bills.

Department failed to pay electrical and / or gas service for 19 Correctional Centers

The Department filed contract obligation documents (COD's) with the Office of the Comptroller to obligate \$91.5 million to pay for medical services during fiscal year 2008. Near the end of fiscal year 2008 the Department filed amended COD's with the Office of the Comptroller to decrease the amount obligated for the medical services contract by approximately \$5.2 million, freeing up that amount of appropriation to spend on other obligations. The Department was in possession of the June invoices from the vendor before the COD's were amended to reduce the appropriation obligations, thereby knowing they were not going to be able to pay the vendor the final amounts owed of approximately \$6.3 million at 25 Correctional Centers.

Department instructed vendors their appropriation had lapsed

Department indicated they did not have sufficient funds to pay for the required services

In addition, the Department did not pay for electrical and gas service for 19 Correctional Centers near the end of fiscal year 2008. Invoices for the electrical and gas service for the last month(s) of fiscal year 2008 were received either prior to the end of the fiscal year or during the lapse period. Invoices totaling \$4.3 million were not paid.

The Department instructed both vendors after the lapse period had expired that they were unable to pay the charges as their appropriations have lapsed and referred the vendors to file a claim with the Court of Claims.

The State Finance Act states no department shall contract any indebtedness on behalf of the State, nor assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law. Department management stated there were not sufficient funds to pay the invoices due for these required services. (Finding 5, pages 29- 31)

Capital asset information not accurately recorded in financial records

We recommended the Department only enter into contracts for which they have available appropriation and consult with the Governor's Office of Management and Budget when situations arise where it appears amounts appropriated will not be sufficient to meet the Department's obligations.

Capital assets could be understated by as much as \$30 million

Department officials accepted our recommendation and noted they had requested to transfer funds to pay for the services but their request was not granted, and had to make difficult decisions regarding expenditures.

WEAKNESSES IN FINANCIAL ACCOUNTING AND REPORTING OF CAPITAL ASSETS

The Department did not accurately record all capital asset information in their financial records. As a result, the

Property System does not allow for testing depreciation of individual assets

Department presented inaccurate information on the Capital Asset Summary (SCO-538) submitted to the Comptroller and in their financial statements for fiscal year 2008. Auditors noted the following errors and weaknesses:

Sufficient support could not be provided to substantiate amounts reported to Comptroller

- The Department improperly recorded transfers from the Capital Development Board. The precise inaccuracy could not be determined, but auditors estimated the Department's capital assets could be understated by as much as \$30 million. This resulted in a qualification of the Independent Auditors' Report on the Department's financial statements for the year ended June 30, 2008.
- The Department's Automated Property Control System (APCS) does not allow for testing of depreciation by asset. Through analytical review and other audit procedures auditors determined the ending accumulated depreciation was misstated by \$5,768,000. Auditors recommended, and the Department made, adjustments to correct the misstatement in the June 30, 2008 financial statements.
- The Department could not provide sufficient support for the additions, deletions, and net transfers as originally reported on the SCO-538. In addition, the Department could not provide support for deletions of \$6,632,000 and net transfers of (\$17,868,000) for the year in the depreciation section of the SCO-538.

Department attributed exceptions to weaknesses in the system and miscommunication

Department management attributed these exceptions and weaknesses to the inherent limitations of the Department's APCS and miscommunication between facilities and the General Office. (Finding 6, pages 32-34)

We made a number of specific recommendations to the Department to improve accounting procedures and controls over capital assets.

Bank reconciliations for consolidated Resident's Benefit Fund bank account not provided

Department officials responded they have partially implemented our recommendation within the limits of the property control system and procedures are in place to ensure timely and accurate reporting to the best of the ability of the Agency within the existing property control system.

INADEQUATE ADMINISTRATION AND ACCOUNTING OF LOCALLY HELD FUNDS

Department & DJJ activity commingled in general ledger

During our testing we identified numerous exceptions related to the administration, accounting and financial reporting of the Department's locally held (bank accounts) funds. The following weaknesses were noted during the testing for the two years ended June 30, 2008:

Department & DJJ commingle Benefit Fund money in one consolidated bank account

! The Department failed to provide the June 30, 2008 bank reconciliation of the consolidated bank account for the residents portion of the Resident's and Employee's Benefit Fund (Benefit Fund), and as such, the auditors were unable to test the cash balance.

Receipts could not be traced to source documents

! The Department maintains the adult facility resident portion and the juvenile facility resident portion, which belongs to the Department of Juvenile Justice (DJJ), of the Benefit Fund within one consolidated general ledger. The Department could not provide a detailed general ledger specific to the Department's portion of the Resident's Benefit Fund activity.

Department's General Office employee Benefit Fund June 30 bank reconciliations not provided

! The Department maintains the adult facility resident portion and the juvenile facility resident portion, which belongs to the DJJ, of the Benefit Fund in one umbrella bank account at a local financial institution. The Department and the DJJ are two separate and distinct agencies whose funds should not be commingled, especially without adequate accounting records and adequate supporting documentation.

Department indicated exceptions were related to timing and creation of the Department of Juvenile Justice

! Auditors were unable to perform testing on receipts in the resident's portion of the Benefit Fund. Receipts could not be traced to source documentation, as the source documents are not maintained by the General Office. In addition, receipts could not be traced into the bank statements because the Department did not provide the requested bank statements.

! The Department did not provide the June 30, 2007 and 2008 bank reconciliations or statements for the General Office's employee portion of the Benefit Fund.

Auditors at 5 Correctional Centers qualified their opinions regarding errors with inventory

Inadequate control over maintaining financial records prevents the Department from preparing and submitting required financial information and results in inaccurate, incomplete and untimely preparation of financial statements. Department management stated the exceptions were directly related to the timing and creation of the Department of Juvenile Justice and that the funds were not split at that time. (Finding 8, pages 38 - 41)

We recommended the Department take actions to improve its administration of its locally held funds.

Errors in Correctional Centers

Department officials responded the recommendation was implemented and the funds of the two Departments were split. In addition it was noted Centers are now given copies of bank statements on a monthly basis as well as access to the

inventories

accounting system.

\$1.6 million error in compiling inventory balances for financial reporting

Center personnel attributed errors to lack of training on new automated inventory system

Department auditors qualified opinion on June 30, 2008 financial statements

The Department failed to hire front line staff based on funds appropriated for that purpose

Department paid Center

INADEQUATE CONTROLS OVER INVENTORY

During testing of Department inventory balances at June 30, 2008, numerous errors were noted at Correctional Centers. The errors were so pervasive the auditors at five Centers (Stateville, Big Muddy, Dixon, Graham and Jacksonville) had to qualify their opinions for inventory balances. Inventory balances at these five Centers totaled \$5.2 million of \$22.1 million (24%) total inventory reported by the Department at June 30, 2008. The errors at the Centers included, but were not limited to:

- Physical inventory counts did not agree to accounting records;
- Inventory purchases were not recorded in the proper fiscal year; and
- Inventory counts were not reconciled to The Inventory Management System (TIMS).

Auditors also noted the General Office made errors totaling \$1.6 million compiling inventory balances from the Centers for financial statement reporting.

Center personnel attributed the weaknesses noted in the Department's inventory controls to the lack of training provided to employees on the use of the Department's new automated inventory system. During the testing by auditors at 14 of the Department's Correctional Centers, the auditors noted personnel at 10 (71%) did not consider the training provided on TIMS sufficient to provide them with the knowledge needed to properly utilize the application.

Due to the significance of the weaknesses identified at the Centers and the overall lack of inventory controls, the Department auditors were unable to express an opinion in the Independent Auditors' Report on the inventory balance of Department's financial statements at June 30, 2008. (Finding 9, pages 42 - 43)

We recommended the Department improve its centralized oversight function related to inventory and ensure the Center personnel are adequately trained on the use of TIMS. Additionally, the Department should ensure that the inventory balances reported to the Comptroller's Office during the GAAP reporting process are reconciled adequately with those maintained at the Centers.

Department officials responded the recommendation was implemented and during fiscal year 2009 mandatory training was given on TIMS, and facilities were instructed to maintain

payrolls from fiscal year 2007 appropriation for hiring new front line staff

timely and accurate information for use in financial reporting.

FAILURE TO EXPEND PERSONAL SERVICE APPROPRIATIONS IN COMPLIANCE WITH LEGISLATIVE INTENT

Correctional Centers reported 324 and 455 front line staff left employment with the Department during fiscal years 2007 and 2008

The Department failed to satisfy the legislative intent of its appropriation authority during fiscal year 2007 by utilizing part of the funds authorized for the hiring of 231 front line staff for the purposes of paying personal services expenditures for its existing staff. In addition, the Department did not expend any of the \$12 million appropriated by the legislature during fiscal year 2008 to hire 500 additional front line staff.

Management noted additional personal services costs were incurred due to the mandatory overtime and inadequate staffing levels

During April and May of 2007 the Department paid Taylorville Correctional Center's entire payroll 3 times, Robinson Correctional Center's payroll 2 times, Logan Correctional Center's payroll 2 times and Jacksonville Correctional Center's payroll 2 times from the appropriation to hire front line staff. In addition, testing performed at the Department's 28 Correctional Centers noted only 154 new front line staff were added during fiscal year 2007.

126 Correctional Center employees identified during fiscal year 2008 whose earnings exceeded \$100,000

Expending the fiscal year 2007 appropriation designated for new front line staff for costs of existing staff violated legislative intent and resulted in the Department having to utilize existing staff to cover the needs of staffing the Correctional Centers. The lack of utilizing the amount appropriated by the legislature in fiscal year 2008 for new front line staff added to the short staffing at the Correctional Centers. Required and volunteer overtime was used to cover staffing shortages. Based on the information provided, the Correctional Centers reported 324 and 455 front line staff left employment with the Department during fiscal years 2007 and 2008.

Department management stated using the frontline staff appropriation to cover personal services costs incurred in fiscal year 2007 was necessary because the Department's personal services appropriations were not sufficient and the Department could not transfer funds between the personal services lines of its various divisions. The additional personal services costs were incurred due to the mandatory overtime and inadequate staffing levels. Department management also noted they were not allowed, at the direction of the Office of the Governor, to hire any front line staff during fiscal year 2008.

Department continued to pay

The auditors identified 126 employees working in

personnel services costs for employee working at GOMB

frontline positions at various Correctional Centers during fiscal year 2008 where their year to date gross compensation exceeded \$100,000. The employee’s normal salary rate per their position classification without overtime and compensatory time would be in the range of \$40,000-75,000 annually. (Finding 11, pages 46 - 48)

Department’s explanation for paying employee salary was inconsistent with employee’s responsibility at GOMB

We recommended the Department make payments in accordance with its appropriation authority. Furthermore, the Department should take steps necessary to meet the intent of the General Assembly when utilizing its appropriation authority.

Department officials accepted our recommendation and indicated they will work within the limitations and guidelines of appropriation language as passed by the legislature.

INAPPROPRIATE PAYMENT OF ANOTHER AGENCY’S PERSONNEL COST

During the audit period, an employee who had previously worked for the Department transferred to a position within Governor’s Office of Management and Budget (GOMB). The Department continued to pay for the employee’s personnel costs on its payroll vouchers. Department personnel explained this individual was working on behalf of the Department as the Deputy Director Project Manager for the Public Safety Shared Services Center (PSSSC).

The Department’s explanation was inconsistent with the fact the employee was at the same time listed on the GOMB organization chart as the Deputy Director of Financial Reporting and was responsible for the oversight of other GOMB employees. While the employee in question might have had some type of indirect involvement with the PSSSC, that does not appear to be the employee’s primary responsibility. Another individual was listed on the GOMB organization chart as the GOMB Project Manager over PSSSC and the Department and GOMB entered into an interagency agreement concerning that employee’s responsibilities.

\$2,259,760 and \$2,339,244 were collected respectively for fiscal year 2007 and 2008 from inmates by adding an additional charge to goods sold from the inmate commissary

The payment of personnel costs of another agency results in noncompliance with State statute. This is particularly egregious considering the employee would be accruing retirement benefits under the alternative formula when the position as being performed would not qualify for that benefit. (Finding 12, page 49)

Goods sold in the inmate

We recommended the Department pay the personnel costs of only its employees, not those of other agencies.

commissary included an additional charge not allowed by State law

Department officials responded they had implemented our recommendation and the employee noted in the finding had transferred to another State agency.

Unified Code of Corrections only allows goods to be marked up 25-35%

INMATE COMMISSARY GOODS MARKED UP MORE THAN ALLOWED BY STATUTE

In testing the inmate commissary operations it was identified the Department was adding a charge to the purchase price of the goods to be resold in the commissaries prior to adding the statutorily allowed percentage mark-up to arrive at the sales price to charge inmates. The Department phased in the application of the charge, effective November 1, 2005 the charge was set at 3%, and was raised January 1, 2006 to 7%. The Department collected \$2,259,760 and \$2,339,244 respectively for fiscal year 2007 and 2008, from the charge.

Department management noted based on their interpretation they are allowed to add the additional charge

Upon testing the Department's collection of the 3%-7% additional charge it was determined the Department was computing the amount to collect using sales revenue as opposed to cost of goods sold on which the 3%-7% charge is originally computed. Using the sales revenue instead of the cost of goods sold the Department collected more money as a result of the statutorily allowed mark-up of 25%-35% being added to the additional charge. Ultimately, the 3%-7% charge equates to a markup on the cost of goods sold of 9%.

Department indicated a legal interpretation had been requested, but was unable to provide documentation of the request

The Unified Code of Corrections sets forth "the selling prices for all goods shall be sufficient to cover the costs of the goods and an additional charge of up to 35% for tobacco products and up to 25% for non-tobacco products." Based on the above statute the maximum amount to charge inmates for items sold in the inmate commissary would be the purchase price of the item plus any transportation costs the total of which would then be marked up to a maximum of 25%-35%.

Department management stated the charge was to help cover the costs of State employees who work in the inmate commissary, inmate labor for the commissary and utilities to operate the commissary. Department management also noted that they felt the definition of cost of goods in the Department's enabling legislation allowed them to apply the additional charge to the items.

In the prior report we had recommended the Department seek a formal written Attorney General opinion on this matter. During the April 1, 2008 Legislative Audit Commission hearing on the Department's June 30, 2006

Purchases of goods for resale in commissaries not made in accordance with the Illinois Procurement Code

Competitive sealed bidding not performed

Terms and conditions not documented in formal contracts

Notices not published in the Illinois Procurement Bulletin

Administrative Directive does not include all Illinois Procurement Code requirements

audit, it was stated by Department staff and the Director that they were waiting on the Attorney General's opinion before making any changes because the Department has to cover its commissary costs. During the current engagement we requested a copy of the letter sent to the Attorney General requesting an opinion on the matter, the Department failed to provide any documentation that a formal opinion had ever been requested of the Attorney General on the matter. Department staff indicated during the prior administration, permission was not granted to seek an opinion from the Attorney General. (Finding 13, pages 50 - 52)

We recommended the Department comply with the statute and only mark-up the goods for resale in the inmate commissary the allowable amounts. We also recommended the Department seek a formal written opinion from the Attorney General regarding whether the charge is statutorily allowed.

Department officials accepted our recommendation and responded they will once again try to get permission to seek an opinion from the Attorney General.

NONCOMPLIANCE WITH THE ILLINOIS PROCUREMENT CODE

The Department is not complying with the requirements of the Illinois Procurement Code (Code) with regard to purchases of items for resale in the Department's commissaries at Correctional Centers.

The commissaries commodity purchases are made through non-appropriated locally held funds. As a result of testing performed during the compliance examination the auditors noted the following items:

- Purchases were not made by competitive sealed bidding or competitive sealed proposals as required by the Code. The Correctional Centers use catalogs from various vendors or contact multiple vendors via telephone to obtain prices to select products for resale in the commissaries.
- Terms and conditions for the purchases of goods from vendors for the commissaries were not documented in the form of a contract as required by the Code. Upon selection of a vendor an Order For Delivery (OFD) is prepared to document the purchase.
- None of the required procurement notices were published in the Illinois Procurement Bulletin as required by the Code.
- The Department's Administrative Directive, which provides guidance to employees on commissary purchase

does not include all the requirements as set forth in the Code.

Problems were identified in numerous areas at the Adult Transition Centers

Department management indicated they have requested guidance and direction from DCMS on the commissary purchasing. By not following the requirements of the Code the Department has limited the pool of available vendors to only a few selected vendors. In addition, the Department may be paying more for commodities for their commissaries than they should. (Finding 15, pages 55 - 56) **This finding was first reported in 2004.**

Similar weaknesses have been reported in the last 8 audits.

We recommended the Department comply with the requirements of the Illinois Procurement Code in making commissary purchases.

Department officials accepted our recommendation and indicated they will ask DCMS for direction on the commissary purchasing. (For the previous Department response, see Digest footnote #1.)

ADULT TRANSITION CENTER RECORDS NOT PROPERLY MAINTAINED

The Department did not properly maintain records at the Adult Transition Centers (ATCs). Testing at the eight ATCs for the two years ended June 30, 2008, produced numerous exceptions. Some of the exceptions noted were in the following areas:

Need to fully automate payroll timekeeping system

- Year end cash balances were misstated at two ATCs.
- Deficiencies were identified in the processing of Residents' Trust Fund disbursements at five ATCs.
- Errors were noted in the calculation of resident's maintenance fees at two ATCs.
- Documents related to resident loan files were not properly supported at two ATCs.
- Inadequate controls of property and equipment records were identified at five ATCs.
- Resident master files at two ATCs did not contain complete and adequate documentation.

Timekeeping data for correctional center employees is manually tabulated and then entered into the payroll system

We reported similar weaknesses at the ATCs in the previous eight audits. Department personnel stated the on-going issues are the result of human errors, also noting that turnover in personnel occurred at several of the ATCs during the audit period. (Finding 18, pages 62 - 65) **This finding was first reported in 1994.**

Department attributes problem to lack of funds

We made a number of specific recommendations to the Department to improve accounting procedures and controls at

the ATCs.

Department officials accepted our recommendation and responded they will continue to work to ensure accurate and proper records are maintained. (For the previous Department response, see Digest footnote #2.)

PAYROLL TIMEKEEPING SYSTEM NOT AUTOMATED

The Department-wide payroll timekeeping system is not fully automated. During the current engagement period the Department's human resources responsibilities were consolidated with a number of other State agencies as part of the Public Safety Shared Services Center (PSSSC). The PSSSC was scheduled to create / implement an automated timekeeping system, but it was not created.

As noted in the previous audits each correctional center still maintained a manual timekeeping system for several hundred employees. Correctional center employees sign in and out and the sign-in sheets are sent to the timekeeping clerk. Other information, including notification of absence and call-in reports, are also forwarded to the timekeepers. No automation is involved except for the processing of payroll warrants.

Department officials indicated the automated payroll system project was delayed due to various issues that arose during the creation of the PSSSC. They stated a project began in August 2008, but ceased in January 2009 due to lack of funding.

Independent auditors' opinion on financial statements included three qualifications

Prudent business practices suggest that controls available through an automated timekeeping system can provide greater efficiency and reduce the potential for costly errors or employee abuse. (Finding 20, page 68) **This finding has been repeated since 1998.**

We recommended the Department implement an automated timekeeping system.

Department officials accepted our recommendation and noted at this time they do not have the resources to purchase a new timekeeping system. (For the previous Department response, see Digest footnote #3.)

OTHER FINDINGS

The remaining findings are reportedly being given attention by the Department. We will review the Department's progress

The Department did not comply in all material respects

with State compliance determinations

toward the implementation of our recommendations in our next engagement.

AUDITORS' OPINIONS

The auditors expressed a qualified opinion on the Department's financial statements for the year ended June 30, 2008. The auditor's qualified their opinion on the financial statements for the following:

- Because of the inadequacy of the accounting records, the auditors were unable to form an opinion regarding the amounts at which inventory balances are recorded in the financial statements;
- Because of the inadequacy of the accounting records, the auditors were unable to audit the financial activity of the DOC Residents' and Employees' Benefit Fund, and;
- The Department has excluded from capital assets being depreciated certain property transferred from another State agency. The amount of which this departure would affect the financial statements is not reasonably determinable.

The Independent Accountants Report on State Compliance on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes noted the Department did not comply in all material respects with the requirements regarding:

- The obligation, expenditure, receipt and use of public funds in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use;
- Applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations, and;
- Requirements regarding money or negotiable securities or similar assets handled by the Department on behalf of the State or held in trust by the Department regarding properly and legally administering, accounting and accurate recordkeeping thereto in accordance with law.

WILLIAM G. HOLLAND, Auditor General

WGH:RPU:pp

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-

SPECIAL ASSISTANT AUDITORS

Sikich LLP were our special assistant auditors for this engagement.

DIGEST FOOTNOTES

#1 NONCOMPLIANCE WITH THE ILLINOIS PROCUREMENT CODE – Previous Department Response

2006: Recommendation accepted: The Department will continue to work with DCMS to define competitive purchasing processes for the commissary operations that are consistent with the State's procurement policy while meeting the security and safety needs of the Department.

#2 ADULT TRANSITION CENTERS RECORDS NOT PROPERLY MAINTAINED - Previous Department Response

2006: Recommendation accepted: The Department has made significant improvements in the maintenance in the records of the transitional centers during the past years. Increased utilization of the automated accounting systems will address several of the exceptions noted. All Centers have been reminded of the importance of timely and accurate record maintenance and there will be zero toleration of failures to comply.

#3 PAYROLL TIMEKEEPING SYSTEM NOT AUTOMATED –Previous Department Response

2006: Recommendation accepted: As Part of the Shared Services Program statewide effort to improve processes, the Department is scheduled to be one of the pilot agencies for the implementation of an automated timekeeping solution.

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVES		Number	02.44.101
			Page	1 of 4
			Effective	5/1/2000
Section	02	Fiscal and Business Management		
Subsection	44	Commissary Funds		
Subject	101	General Provisions		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

Commissary Funds shall be established to account for the income and the expense of commissary operations, excluding labor.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide a method for accounting for income and expense of commissary operations.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an onsite commissary.

C. Internal Audits

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. Requirements

1. The duties and separation of duties relative to Commissary Funds are defined in Administrative Directive 02.40.101.
2. The Department is authorized by the Unified Code of Corrections and departmental rules to establish and maintain commissaries for employees and inmates.

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/2000	Page 2 of 4	Number 02.44.101
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3. Monies shall be held locally in a bank account established in accordance with Administrative Directive 02.40.102. Employees' Commissary Fund and Inmates' Commissary Fund monies shall not be maintained in an imprest fund, with the exception of change funds.

4. The Department shall expend profits derived from sales to employees for the benefit of employees. Profits derived from sales to inmates and their visitors shall be utilized for the benefit of inmates. All commissary profits not distributed at the end of each fiscal year shall be accrued as a liability to the appropriate Benefit Fund.

5. The following books of entry for the commissary funds, defined in Administrative Directive 02.40.101, shall be maintained by using the Fund Accounting and Commissary Trading System (FACTS).
 - a. Cash Receipts Journal. Cash receipts shall be entered via a general ledger entry.

 - b. Cash Disbursements Journal. Cash disbursements shall be made via the accounts payable system. The full cash disbursements history shall be found in the detailed check history and accounts payable audit reports.

 - c. Accounts Payable Subsidiary Journal. Accounts payable information shall be maintained in the Cash Requirements Reports, the Vendor Trial Balance, and the accounts payable audit reports. The subsidiary ledger is comprised of both the Cash Requirements and the Vendor Trial Balance. Both of these reports are required to be reconciled with the general ledger account.

 - d. General Ledger. All general ledger entries are maintained in the general ledger. See Attachment A for the Sample Chart of Accounts.

EXAMPLE: Account titles may vary depending on transactions at different facilities. In all instances, each Chart of Accounts shall be categorized by Assets, Liabilities, Net Worth, Income, and Expenses, and shall be coded accordingly.

6. All books of entry maintained in FACTS shall be reconciled in accordance with Administrative Directive 02.40.104, and a Report of Receipts and Disbursements for Locally Held Funds, C-17, shall

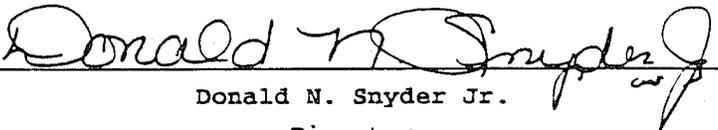
Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/2000	Page 3 of 4	Number 02.44.101
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be filed quarterly in accordance with Administrative Directive 02.40.105.

7. All money and cash held at the facility for deposit to the Commissary Funds shall be safeguarded from loss. The money and cash shall be secured in a safe or a lockbox.

Authorized by:


Donald N. Snyder Jr.
Director

Supersedes:

02.44.101A-J

AD

11/1/1995

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/2000	Page 4 of 4	Number 02.44.101
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ATTACHMENT A
SAMPLE CHART OF ACCOUNTS
COMMISSARY FUND - GENERAL LEDGER

ASSETS

101 Cash on Hand
102 Commissary Change Fund
110 Cash in Bank
120 Accounts Receivable
130 Merchandise Inventory
140 Equipment

LIABILITIES

201 Accounts Payable
210 Due to Benefit Fund

NET WORTH

310 Net Worth
320 Income and Expense Summary

INCOME

401 Sales
410 Interest Income
420 Vending Machines
490 Miscellaneous

EXPENSES

501 Supplies
503 Freight
505 Repair & Maintenance of Equipment
511 Cash Shortage/Overage
520 Inventory Shortage
530 Interest Transferred to Benefit Fund
540 Inventory Spoilage
590 Miscellaneous

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			Page	1 of 4
			Effective	5/1/2000
Section	02	Fiscal and Business Management		
Subsection	44	Commissary Funds		
Subject	105	Maintenance of Funds		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

Commissary funds shall be held locally in a bank account and not maintained in an imprest fund, with the exception of change funds.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibility of staff regarding the establishment of procedures for the maintenance of commissary funds.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an on-site commissary.

C. Internal Audit

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. Designee

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

Illinois Department of Corrections

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E. Requirements

1. Receipts

a. The Cashier shall:

- (1) Verify the daily receipt batch total.
- (2) Prepare a receipt and deposit for the designated fund. Receipts shall be pre-numbered and prepared in triplicate form.
 - (a) Retain the original receipt or the copy permanently bound or attached to the receipt book;
 - (b) Give a copy of the receipt to the employee delivering the money to the cashier;
 - (c) Give the deposit to the employee delivering the money to the financial institution; and
 - (d) Forward the remaining copy to the Journal Clerk.

b. Upon deposit, the bank verification slip shall be returned to the Journal Clerk.

c. The Journal Clerk shall:

- (1) Post all receipts to the Fund Accounting and Commissary Trading System (FACTS), via a general ledger account, debiting the cash on hand account and crediting the appropriate general ledger account;
- (2) Make an identifying notation to indicate the source of the receipt, such as sales for month or year; and
- (3) Upon receipt of the deposit slip from the bank, post the deposit to FACTS, via the Input Deposit module.

2. Disbursements

- a. Upon receipt of a Store Receiving Report, DC 7163-1, from the commissary, the Journal Clerk shall verify the report

Illinois Department of Corrections

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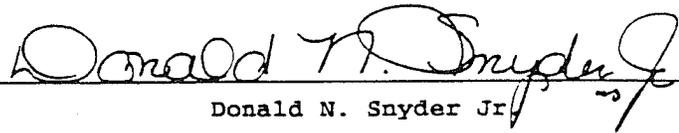
with the Order for Delivery, IL 401-0105 or pre-printed order form on file, if any, and invoice. Any discrepancies shall be checked with the Inventory Supervisor in the appropriate commissary. The vendor shall be contacted if necessary.

- b. After the DC 7163-1 has been matched and verified, the Journal Clerk shall:
 - (1) For facilities with the inventory module, access FACTS and approve the Store Receiving Report, adding freight, by indicating that the Receiving Report is finalized;
 - (2) For facilities without the inventory module, post an accounts payable invoice via FACTS; and
 - (3) File the white copy of the DC 7163-1, the attached invoice, and IL 401-0105 or equivalent in the Current Payables Pending file by vendor name or if purchase discounts are involved, by date.
- c. The appointed employee shall remove invoices from the Current Payables Pending file according to the due date and forward the invoice, the DC 7163-1, and if one was prepared, the IL 401-0105 or equivalent to the individual designated to prepare a check in time to take advantage of discounts offered.
- d. A check shall be prepared and processed for payment of an authorized invoice.
- e. The check, invoice, DC 7163-1, and any backup documentation shall be forwarded to the Journal Clerk.
- f. The Journal Clerk shall:
 - (1) Route the check to appropriate staff for signature; and
 - (2) Forward the check for mailing.

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 5/1/2000	Page 4 of 4	Number 02.44.105
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Authorized by:



Donald N. Snyder Jr.
Director

Supersedes:

02.44.105A-J AD 11/1/1995

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVE		Number	02.44.110
			Page	1 of 3
			Effective	11/1/2004
Section	02	Fiscal and Business Management		
Subsection	44	Commissary Funds		
Subject	110	Distribution of Profits		

I. POLICY

A. Authority

20 ILCS 505/24

730 ILCS 5/3 2.2 and 5/3 4.3

B. Policy Statement

The Department shall distribute commissary and vending machine profits 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 responsibility of staff regarding the distribution of commissary and vending machine profits.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Department that operate on site commissaries, utilize vending machine operations, or both.

C. Internal Audits

An internal audit of this directive shall be conducted annually in accordance with the facility internal audit schedule.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Commissary Profits

Net commissary profits shall be automatically calculated by the Fund Accounting and Commissary Trading System (FACTS) on a monthly basis and shall be accrued as follows:

ADMINISTRATIVE DIRECTIVE	Effective 11/1/2004	Page 2 of 3	Number 02.44.110
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- a. Employee Commissary
 - (1) 40% of the net profit shall be accrued to the Employee Benefit Fund.
 - (2) 60% of the net profit shall be distributed to the Department of Corrections 523-Salary Reimbursement Fund.
- b. Offender Commissary
 - (1) 40% of the net profit shall be accrued to the Inmate Benefit Fund.
 - (2) 60% of the net profit shall be distributed to the Department of Corrections 523-Salary Reimbursement Fund.

2. Vending machine profit

Vending machine profits shall be distributed based on actual sales as follows:

- a. Profits from sales to offender visitors shall be deposited to the Inmate Benefit Fund.
- b. Profits from sales to employees shall be deposited to the Employee Commissary Fund. If a facility does not maintain an Employee Commissary Fund, profits shall be deposited to the Employee Benefit Fund.
- c. If a vending machine has not been designated as an employee or offender visitor machine and actual sales cannot be determined:
 - (1) The Business Administrator shall submit a written proposal for approval to the Deputy Director of Finance and Administration. The proposal shall:
 - (a) Be submitted by July 1st, every two years.
 - (b) Indicate the proposed percentage split between employee and offender visitor use; and
 - (c) State the rationale used to determine the percentage split.
 - (2) The vending machine profits shall be distributed in accordance with Paragraph II.E.2.a or II.E.2.b, respectively.

F. Requirements

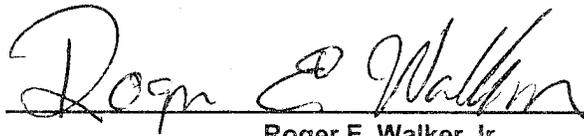
- 1. The business office shall complete all FACTS commissary and vending end of the month procedures on or before the 15th of the following month. End of the month procedures shall include, among other items, the FACTS Statement of Operations and Inventory/Sales and Gross Margin Report that shall:
 - a. Be printed in paper copy format and submitted to the Business Administrator and Chief Administrative Officer for review and signature;

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 11/1/2004	Page 3 of 3	Number 02.44.110
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- b. Be filed in the business office; and
- c. Be submitted electronically to the Fiscal Services Central Accounting Section.
- 2. The business office shall prepare the checks for 60% of the Commissary Funds monthly net profit.
 - a. The checks shall be prepared expeditiously, allowing sufficient time to ensure receipt by the 20th of the month at the office of the Central Accounting Section.
 - b. The checks shall be made payable to the Department of Corrections 523-Salary Reimbursement Fund.
 - c. The checks shall be forwarded to the Central Accounting Section.
- 3. Once per month, the Business Administrator shall determine the excess cash available in the Inmate Commissary Fund and Employee Commissary Fund, if applicable, and authorize payment to the appropriate benefit fund. Sufficient funds shall be retained in the commissary fund to maintain operation of the commissary.
 - a. The Business Office shall complete the reconciliation using the Commissary Fund Cash Review Form, DOC 0075, and submit the form to the Business Administrator.
 - b. The Business Administrator shall review and approve the Commissary Fund Cash Review Form prior to any payments of excess cash from the commissary funds.

Authorized by:



Roger E. Walker Jr.
Director

Supercedes

02.44.110

AD

5/1/2000

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVES		Number	02.85.101
			Page	1 of 2
			Effective	11/1/2000
Section	02	Fiscal and Business Management		
Subsection	85	Commissaries		
Subject	101	General Provisions		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

The Department may operate an Inmates' Commissary in the adult and juvenile correctional centers and may provide appropriate facilities necessary for the operation of an Employees' Commissary.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a separation of duties and responsibilities for those employees involved in the provision of commissary services to offenders or employees.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an on-site commissary.

C. Internal Audits

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. Separation of Duties

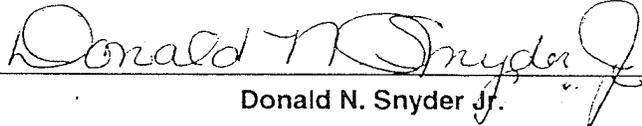
Based on workload and staff availability the following list of position titles and responsibilities shall be established at each facility operating an Inmates' Commissary or an Employees' Commissary.

1. Commissary Supervisor shall supervise commissary personnel; prepare daily reports; order goods for sale in the commissary; develop a master price list; and supervise monthly inventories.

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2. Inventory Supervisor shall be a Business Office employee not assigned to the commissary and shall supervise the periodic physical inventory as required by these directives.
3. For the Inmates' Commissary:
 - a. Order Clerk shall take merchandise orders from offenders during commissary trading; price goods; place goods in container; and may assist in filling bag sale orders.
 - b. Clerk #1 shall issue commissary order slips to the offenders; and verify offender identification and trust fund balance.
 - c. Clerk #2 shall check order slips and merchandise for accuracy; total the sale; acquire the offender's signature; and assist in filling bag sale orders, as necessary.
4. Sales Clerk who is an offender worker shall be responsible for sales at the Employees' Commissary; and assist both the Commissary Supervisor and Inventory Supervisor, as necessary.

Authorized by:



 Donald N. Snyder Jr.
 Director

Supersedes:

02.85.101A-J

AD

6/1/1996

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVES		Number 02.85.110
			Page 1 of 4
			Effective 11/1/2000
Section 02	Fiscal and Business Management		
Subsection 85	Commissaries		
Subject 110	Inventory Procedures		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

The Department shall conduct a regularly scheduled physical inventory at the Employees' and Inmates' Commissaries.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for conducting a physical inventory at the Employees' and Inmates' Commissaries.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations that operate an on-site commissary.

C. Internal Audits

An internal audit of this directive may be conducted at least annually in accordance with the facility internal audit schedule.

D. General Provisions

Some or all of the following steps may be combined or performed by the Fund Accounting and Commissary Trading System (FACTS).

1. Physical inventories shall be taken at the close of commissary operations on the last business day of each month or as close to the final day of the month as determined by the Business Administrator and Inventory Supervisor to best suit operational needs. The inventory shall be supervised by the Inventory Supervisor. Institutions using

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 11/1/2000	Page 2 of 4	Number 02.85.110
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FACTS shall perform the inventory during the same month. The June 30 inventory shall be performed on that date. If June 30 falls on a weekend, the inventory shall be performed on the last work day preceding June 30.

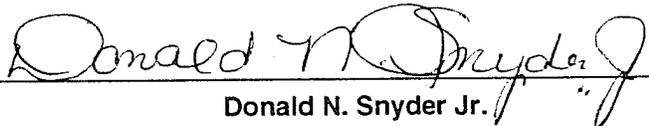
- a. Commissary sales activity may be halted early in the day if extra time is needed.
 - b. To ensure proper cutoff and inclusion of goods for costing of month-end inventory, all goods received on the day of inventory shall be stored and recorded on the Store Receiving Report, DC 7163-1, **before** the physical inventory begins.
2. Inventory not already stored by type shall be segregated, by type and description, and arranged in an orderly manner **before** the count begins. Damaged, spoiled, or obsolete merchandise shall be segregated and counts and values of such items shall be recorded separately.
 3. Count Sheets such as the sample in Attachment A shall be used to record the inventory.
 4. The Inventory Supervisor shall assign specific areas of responsibility to individual counters.
 5. The counter shall:
 - a. Count and complete the following columns on the Count Sheet for each item:
 - (1) Item description.
 - (2) Unit of count.
 - (3) Number of units on hand.
 - b. After counting and recording all items in the specific area, the counter shall notify the Inventory Supervisor.
 6. The Inventory Supervisor shall verify count accuracy by conducting test counts of a representative number of items.
 - a. If any test count differs, another count shall be made to establish accuracy. If there are any material discrepancies between first counts and test counts, the Inventory Supervisor shall order a recount for the entire area.
 - b. If the count figure on the Count Sheet is changed, the corrected figure shall be initialed by the Inventory Supervisor.

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- c. When the Inventory Supervisor is satisfied that the count is accurate, the Count Sheets shall be given to a commissary employee.
- 7. The assigned commissary employee shall:
 - a. Complete the net unit cost column on the Count Sheet, Attachment A, column 4, using the applicable net unit cost.
 - b. Calculate the value of the inventory on the Count Sheet, Attachment A, column 5, by performing the extensions to establish the inventory value. Number of units x net unit cost = value.
 - c. Total each inventory Count Sheet. Count Sheets for damaged, spoiled, or obsolete merchandise shall be totaled and kept separate.
 - d. Total all inventory Count Sheets to arrive at the total physical inventory value and attach the adding machine tape to the Count Sheets.
- 8. The Inventory Supervisor shall review the adding machine tapes and inventory Count Sheets and forward the inventory Count Sheets, including those for damaged, spoiled, or obsolete goods, to the Business Administrator for preparation of the Income Statement.

Authorized by:


Donald N. Snyder Jr.
Director

Supersedes:

02.85.110A-J

AD

6/1/1996

ADMINISTRATIVE DIRECTIVE	Effective 11/1/2000	Page 4 of 4	Number 02.85.110
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ATTACHMENT A

Sample Count Sheet

Item Description	Unit of Count	No. of Units on Hand	Net Unit Cost	Value
Pens--BIC fine-point - black	dozen	15	\$ 3.60	\$ 54.00
Pads--Ampad Embassy Ruled - canary	dozen	30	\$14.16	\$424.80

Item Description: Each inventory product, such as Pens--BIC fine-point - black, Pads--Ampad Embassy ruled - canary, Candy bars--Snickers, or Soda--Pepsi-Cola - 20 oz.

Unit of Count: For example, individual pieces, cartons, boxes, or cases, of each item to be counted.

Number of Units on Hand: Actual count of units on hand. For example: 15 dozen BIC fine-point pens.

Net Unit Cost: Current cost per unit.

Value: $\text{Number of Units on Hand} \times \text{Net Unit Cost} = \text{Value}$

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Section	02	Fiscal and Business Management		
Subsection	85	Commissaries		
Subject	105	Pricing of Commissary Items		

I. POLICY

A. Authority

730 ILCS 5/3-7-2a

20 Ill. Adm. Code 210

B. Policy Statement

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 Inmates' Commissaries.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an on-site commissary.

C. Internal Audits

An internal audit of this directive may be conducted at least annually in accordance with the facility internal audit schedule.

D. Designees

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

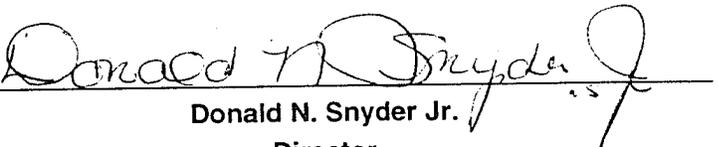
Illinois Department of Corrections

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E. Requirements

1. Only items indicated in Administrative Directives 05.10.110, 05.10.115, 05.10.120, and 05.03.111J and items approved by the Chief Administrative Officer may be sold in Inmates' Commissaries. Employees' Commissaries may stock items approved by the Chief Administrative Officer.
2. The selling prices for all goods shall be sufficient to cover the invoice cost of goods and an additional charge of from three percent through ten percent, rounded to the nearest cent. Those items sold by vending machines which will be rounded upward to the nearest nickel.
3. The Commissary Supervisor shall prepare a master price list at least once monthly for the Inmates' Commissary. The list shall include:
 - 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.

Authorized by:


Donald N. Snyder Jr.
Director

Supersedes:

02.85.105A-J

AD

6/1/1996

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVES		Number	02.85.102
			Page	1 of 2
			Effective	11/1/2000
Section	02	Fiscal and Business Management		
Subsection	85	Commissaries		
Subject	102	Purchasing		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

The Department shall make purchases for the operation of Employees' or Inmates' 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 Inmates' Commissaries.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an on-site commissary.

C. Internal Audits

An internal audit of this directive may be conducted at least annually in accordance with the facility internal audit schedule.

D. Designees

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

E. Requirements

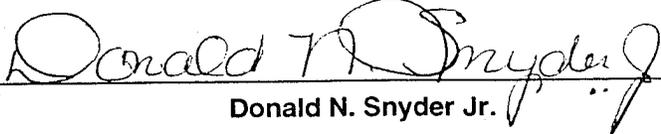
1. The Commissary Supervisor shall replenish commissary inventory as needed.

Illinois Department of Corrections

ADMINISTRATIVE DIRECTIVE	Effective 11/1/2000	Page 2 of 2	Number 02.85.102
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- a. Whenever possible, bids shall be requested in writing or by telephone from a minimum of three vendors. The bids shall be documented and maintained on file in the commissary.
- b. Upon selection of the vendor, an Order for Delivery (OFD), IL 401-0105, shall be prepared, except for the following reasons:
 - (1) Vendors are utilizing pre-printed order forms and accept orders either by hard copies or via telephone or fax from the pre-printed order forms. Copies of the orders shall be maintained by the Commissary Supervisor and shall be verified when the goods are received; or
 - (2) Vendors visit the commissary to replenish stock on a regular basis.
2. Upon completion of the OFD, the Commissary Supervisor shall forward it to the Business Administrator for verification and approval. The Business Administrator shall distribute copies of the approved OFD as follows:
 - a. Original to vendor;
 - b. Copy to Journal Clerk; and
 - c. Copy to the commissary for "Outstanding Orders" file.
3. Goods shall be received, counted, and stored in accordance with Administrative Directive 02.85.103.

Authorized by:


Donald N. Snyder Jr.
Director

Supersedes:

02.85.102A-J

AD

6/1/1996

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVE		Number	02.85.103
			Page	1 of 2
			Effective	10/1/2001
Section	02	Fiscal and Business Management		
Subsection	85	Commissaries		
Subject	103	Receiving and Storage		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

The Department shall receive and store goods for Employees' and Inmates' 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 Inmates' Commissaries.

B. Applicability

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

C. Internal Audits

An internal audit of this directive may be conducted at least annually in accordance with the facility internal audit schedule.

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 (OFD), IL 401-0105, if applicable.

ADMINISTRATIVE DIRECTIVE	Effective 10/1/2001	Page 2 of 2	Number 02.85.103
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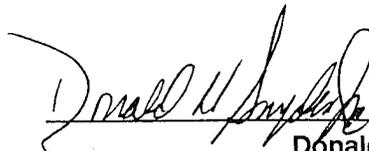
- b. The Commissary Supervisor shall prepare a Store Receiving Report, DOC 0016, in accordance with Administrative Directive 02.82.103. The markup price shall be applied to the sum of the wholesale unit cost and freight charges.
 - (1) For facilities using the Fund Accounting and Commissary Trading System (FACTS) inventory module, the FACTS shall record the invoice price and apply the markup to each item prior to its sale.
 - (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 Store Receiving Report for reference purposes; and
 - (2) Forward one copy of the Store Receiving Report to the Business Office within five working days of receipt of the goods.
- d. A Store 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.

Authorized by:



Donald N. Snyder Jr.
Director

Supersedes:

02.85.103

AD

11/1/2000

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVES		Number	02.85.115
			Page	1 of 8
			Effective	11/1/2000
Section	02	Fiscal and Business Management		
Subsection	85	Commissaries		
Subject	115	Sales		

I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

The Department shall sell commissary items to employees, visitors, and offenders 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 commissary sales.

B. Applicability

This directive is applicable to all adult and juvenile correctional facilities within the Bureau of Operations which operate an on-site commissary.

C. Internal Audits

An internal audit of this directive may be conducted at least annually in accordance with the facility internal audit schedule.

D. Designees

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

E. General Provisions

1. Business hours for the Employees' and Inmates' Commissaries shall be determined by the Chief Administrative Officer.

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2. Some or all steps in the following procedures may be combined or performed by the Fund Accounting and Commissary Trading System (FACTS).

F. Employees' Commissary

1. **Sales**

- a. Sales shall be limited to those made to employees or visitors.
- b. Sales shall be made on a cash basis only. The use of credit shall be prohibited.
- c. All sales shall be rung up on the cash register as employee or visitor sales.

2. **Cash Control**

A change fund amount shall be determined by the Business Administrator.

- a. Before opening the commissary, the change fund shall be obtained, counted, and placed in the cash register. The change fund shall be obtained from the Business Office Cashier or on weekends or holidays by an alternate designated by the Chief Administrative Officer.
- b. At the close of each shift and prior to entry of sales for the next shift:
 - (1) The change fund shall be counted and excess monies shall be removed from the cash register.
 - (2) The cash register shall be run for machine tape totals. The tape shall include the beginning and ending reading and running totals of visitors' and employees' sales.
 - (3) The cash register ending reading shall be entered as the beginning reading on the next shift's tape.
 - (4) The cash shall be counted.
 - (5) An Employees' Commissary Shift Report shall be prepared in accordance with the sample format shown as Attachment A.
 - (6) At a time designated by the Chief Administrative Officer, the cumulative cash register tape, each shift's cash register tape, and the Employees' Commissary Shift Report shall be submitted to the Commissary

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Accountant located in the Business Office. The cash receipts shall be submitted to the Business Office Cashier.

- (a) For those commissaries open during hours that do not coincide with the working hours of the Business Office, the facility shall establish a written procedure for the storage location of the cash receipts.
 - (b) Commissary keys and cash register keys shall be submitted to the Armory at the close of business daily. Access to commissary and cash register keys shall be limited to the Commissary Supervisor and Duty Administrative Officer.
- (7) On days the Business Office is not open, the cash register tape, cash receipts, and Employees' Commissary Shift Report shall be picked up at the designated time by the Duty Administrative Officer who shall:
- (a) Count out the change fund; store it in the designated location; and place the cash register tape, cash receipts, and the Employees' Commissary Shift Report in a lockbox.
 - (b) Deposit the lockbox in the Armory or other designated secure area for safekeeping. If the cash register does not keep a running total, the cash register tape shall be left in the cash register along with the change fund. At the end of trading or anytime the commissary is left unattended, the change fund and any additional receipts shall be locked in the cash register.
- (8) The next business day, the Business Administrator shall obtain the cash register tape, the Employees' Commissary Shift Report, and the cash receipts. The cash register tape and the Employees' Commissary Shift Report shall be delivered to the Commissary Accountant located in the Business Office and the cash receipts shall be delivered to the Business Office Cashier.
- c. At least once a week, or more frequently if deemed necessary, a Business Office representative shall verify the cash in the register. The day(s) shall be picked at random with no advance notice.
- (1) The beginning cash register reading shall be deducted from the current reading to determine the sales.

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- (2) The cash shall be counted and the change fund amount shall be deducted.
- (3) The cash should equal the sales figure. If any difference exists, the overage or shortage shall be noted on the Employees' Commissary Shift Report.

G. Inmates' Commissary

Sales procedures for Inmates' Commissaries shall be dependent upon the type of sales. In-person sales are sales to offenders who may trade at the commissary; bag sales are orders filled on behalf of offenders who cannot trade in person. All sales shall be recorded on a Commissary Order, DC 7120, except any facility operating a contractual commissary and utilizing a vendors pre-printed order form.

1. In-Person Sales

- a. The offender shall complete only the following on the Commissary Order:
 - (1) Date.
 - (2) Assignment, identification number, name, house, and cell.
 - (3) Quantity and article description of items he or she wishes to purchase. The items shall be listed in priority order.
- b. The offender shall present the identification badge and the Commissary Order to Clerk #1 who shall:
 - (1) Verify the authenticity of the identification badge.
 - (2) Document the offender's assignment, housing unit, identification number, and name on the Commissary Order.
 - (3) Determine the offender's trust fund account balance by inputting the offender's identification number into the FACTS.
 - (4) Enter the offender's trust fund balance on the Commissary Order.

NOTE: Items in paragraph II.G.I.a. shall be completed prior to in-person trading by the offender or trading by commissary staff on behalf of the offender.

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- (5) Give the Commissary Order to the offender.
- c. The offender shall present the Commissary Order to an Order Clerk and place the order. The Order Clerk shall:
 - (1) Fill the order and place the goods in a container.
 - (2) Pass the container of goods and the Commissary Order to Clerk #2.
- d. Clerk #2 shall:
 - (1) Check the unit price, make extensions, and attach a copy of the register or adding machine tape showing the total amount purchased to the Commissary Order.
 - (2) Compare the total amount of purchase with the trust fund account balance in the automated system. If the purchase exceeds the offender's trust fund account balance, the offender shall return enough items to keep the total purchase within the account balance.
 - (3) Verify the accuracy of orders with the offender.
 - (4) Obtain the offender's signature and thumb print on the Commissary Order; input the amount of the purchase into the automated system; and provide the offender with a copy of the signed Commissary Order, along with a copy of the tape recording the total amount purchased.
 - (5) Give the offender a bag for the items purchased.
- e. The offender shall bag the items, wait for an escort if necessary, and leave the commissary.

2. Bag Sales

- a. The offender shall complete only the following on the Commissary Order:
 - (1) Date.
 - (2) Assignment, identification number, name, house, and cell.
 - (3) Quantity and article description of items he or she wishes to purchase. The items shall be listed in priority order.

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- b. The Commissary Orders shall be collected by a security officer and delivered to the Inmates' Commissary on the designated day and time. The Commissary Orders shall be placed in a box or tray marked "Commissary Orders - In."
- c. A commissary employee shall input the offender's identification number into the automated system and write the offender's trust fund account balance on the Commissary Order. The Commissary Orders shall be placed in a tray or box marked "Commissary Orders -Out."
- d. At frequent intervals a commissary employee shall:
 - (1) Pick up the Commissary Orders from the "Commissary Orders - Out" box or tray and fill the orders; and
 - (2) Enter the unit price; extend the line purchase price; total the Commissary Order; and input the offender's identification number and amount of purchase into the automated system. Any items which would cause the total amount of purchase to exceed the offender's trust fund account balance shall be crossed off and the items shall be returned to inventory. Purchases shall not exceed the offender's trust fund account balance. All bags shall be marked with the offender's identification number, name, cell location, and number of bags in the order. The commissary employee shall initial the Commissary Order and attach the original and one copy of the Commissary Order and the receipt to the bagged order. One copy of the Commissary Order and the receipt shall be retained by the commissary employee. All bags shall be closed and secured.
- e. At the designated time, the security officer shall pick up, sign for, and deliver the bagged orders. The security officer shall first check the offender's identification badge before giving the offender his or her order. The offender should check the order. The security officer shall obtain the offender's thumb print and signature on the Commissary Order. The Chief Administrative Officer shall determine if additional fingerprints are necessary on the reverse side of the Commissary Order. A copy of the Commissary Order and the receipt shall be retained by the offender and the original Commissary Order and receipt shall be returned to the security officer who shall forward it to the commissary.

3. Inter-Commissary Transfers (Sales) of Goods Between Inmates' Commissary and Employees' Commissary or Facilities

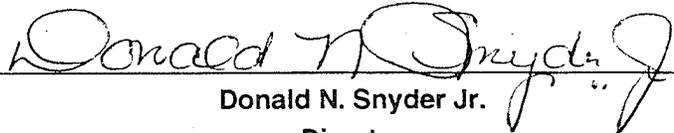
- a. Transfers of goods shall be made in exchange for the cost of the goods (invoiced cost plus freight charges).

Illinois Department of Corrections

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- b. Transfers of goods shall be recorded in the Cash Receipts and Sales Journal.
- c. Transfers of goods shall **not** be included on the Income Statement as a sale.

Authorized by:


Donald N. Snyder Jr.
Director

Supersedes:

02.85.115A-J

AD

6/1/1996

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ATTACHMENT A

Shift: _____

Employees' Commissary

SHIFT REPORT FOR _____, 20____

Ending cash register reading \$ _____

Beginning cash register reading \$ _____

Difference \$ _____

Employee Sales \$ _____

Visitor Sales \$ _____

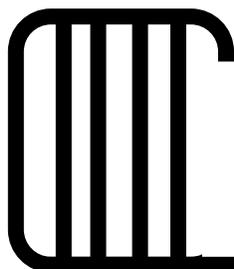
Total Commissary Sales \$ _____

Actual Cash Count \$ _____

Overage or Shortage \$ _____

Commissary Supervisor

Business Administrator/Manager



Illinois
Department of
Corrections

Pat Quinn
Governor

Michael P. Randle
Director

1301 Concordia Court • P.O. Box 19277
Springfield IL 62794-9277

Telephone: (217) 558-2200
TDD: (800) 526-0844

DATE: July 1, 2010
TO: All Wardens
From: Director Michael P. Randle
Subject: Statewide Commissary List

The approved Statewide Commissary List has been revised and is attached for both male and female facilities. Additions and some changes in specifications have been made and are noted below and are highlighted in red in the attached documents.

- **Under Cakes and Donuts:** For all levels added ICI Donut Holes, ICI Fudge Brownies, ICI Prairie Grain River Buns, and ICI Sponge Cake – 3 varieties.
- **Under Clothing:** For all male levels added ICI Briefs/Boxers – White only, ICI Gloves – Canvas/Cotton Work Gloves – Brown or White, ICI Knit Hats, ICI Pajamas – Light Blue or White, ICI Robes – Light Blue or White, ICI Socks – Solid White, ICI Sweat Pants – Gray Only, ICI Sweat Shirts – Gray Only, ICI T-Shirts – White Only.
- **Under Clothing:** For all women levels added ICI panties – White only, ICI Gloves – Canvas/Cotton Work Gloves – Brown or White, ICI Knit Hats, ICI Pajamas – Light Blue or White, ICI Robes – Light Blue or White, ICI Socks – Solid White, ICI Sweat Pants – Gray Only, ICI Sweat Shirts – Gray Only, ICI T-Shirts – White Only.
- **Under Electronics:** For all levels, removed ‘equal number of batteries as utilized in electronics.’ Replaced with ‘AA batteries or as required.’
- **Under Electronics:** For all levels, removed ‘#51528’ from the Clear Walkman Adapter.
- **Under Electronics:** For all levels, remove ‘not to exceed’ from Coax Cable.
- **Under Electronics:** For all levels, inserted ‘or equivalent’ to Adapter- Mono to Stereo AD530.
- **Under Electronics:** For all levels, removed ‘Norelco 6423LC’ from Electric Razor & Cord. Inserted ‘Can be battery operated – clear.’
- **Under Electronics:** For all levels, removed ‘Lakewood Model #007JRCLR’ from Fan (clear 8”). Inserted ‘Clear with cord not to exceed 6’.’
- **Under Electronics:** For levels 3-7, removed ‘Westbend Model #53645D’ from Hot Pot. Inserted ‘Cord not to exceed 6’ and Temperature can’t reach boiling – Must be sealed on bottom.’

- **Under Electronics:** For levels 3-7, inserted ‘Cord not to exceed 6’ – maybe battery operated’ for Radios.
- **Under Electronics:** For all levels, inserted ‘Clip-on-Lamp – Clear – Cord not to exceed 6’.’
- **Under Electronics:** For all levels, inserted ‘Light Bulb – For Clip-on-Lamp – As required.’
- **Under Electronics:** For all levels, removed brand specifications for TV. Inserted ‘8”-15” flat screen – attached cord not to exceed 6’ – Clear Case.’
- **Under Electronics:** For all levels, removed brand specifications for Trimmer.
- **Under Electronics:** For all levels, removed brand specifications for typewriter. Inserted ‘Electric – attached cord not to exceed 6’ – Clear Case.’
- **Under Electronics:** For all levels, removed brand specifications for watch. Inserted ‘Clear – No special features.’
- **Under Electronics:** For all levels, added ‘Y Adapter.’
- **Under Miscellaneous:** For all levels, removed brand specifications for Typewriter/Correction Ribbon. Inserted ‘as required.’
- **Under Nuts and Snacks:** For all levels, added ICI Meat Sticks.
- **Under Personal Care:** For all levels, removed ‘Sun Block- for work camps only.’ Added ‘Sun Screen.’

Any items that are not on the approved commissary list are NOT allowed to be sold in the commissary. Any changes or deviations from the approved list must be approved through the Director’s office. Not all items on the approved list must be sold in the commissary. It is at the discretion of each facility to decide which items from the approved list are sold in the commissary. The decision should be based on the population in which the facility serves and the amount of space allocated for the commissary.

Michael P. Randle
Director

Attachment

CC: Chiefs
Deputy Directors
Business Administrators

Illinois Department of Corrections

Level I & II Approved Commissary List

BEVERAGES

Bottle Water -- Small (12)

Coffee -- Regular and/or Decaffeinated bags not to exceed 8 oz. or individual packets (2 bags of 15 individual packets)

Gatorade - 16 or 20 oz. Bottle, screw on cap, no squirt bottles.

Hot Chocolate -- Plastic Containers (1) or package of individual packets (8 or 10 ct)

Powdered Fruit Drink -- no sugar (1)

Soda -- Plastic Bottles -- 20 oz. or less (12)

Sugar Free Drink Concentrate -- Foil Package (6)

Tea -- Instant or tea bags No Sugar --no more than 15 oz container or 10 oz bag (1)

CAKES AND DONUTS

Cakes (2 boxes or 10 individual packages)

Fruit Pies/Donuts (2 boxes or 10 individual packages)

ICI - Donut Holes (2 boxes or 10 individual packages)

ICI - Fudge Brownies (2 boxes or 10 individual packages)

ICI - Prairie Grain River Buns (2 boxes or 10 individual packages)

ICI - Sponge Cake -- 3 varieties (2 boxes or 10 individual packages)

CANDY

Bagged Candy (2)

Candy Bars (6)

Sugar Free Candy (6)

CLOTHING

Ball Caps/Navy (1)

Boots -- Black (1 Pair)

Briefs/Boxers -- ICI White Only (2 packages of 3)

Briefs/Boxers -- White only (2 packages of 3)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White (1 pair)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White - ICI (1 pair)

Gym Shoes -Solid White (shoe and sole, low-mid or high top. Can have some grey accent)

Gym Shorts -- Gray (2)

Knit Hats --ICI (1)

Pajamas -- ICI - Light Blue or White (1)

Pajamas -- Light Blue or White (1)	
Robes -- ICI - Light Blue or White (1)	
Robes -- Light Blue or White (1)	
Shoe Laces -- White or Black (1 pair)	
Shower Shoes -- slip-on , solid color (orange) Bob Barker #6105	
Ski Band -- Blue (1)	
Skull Cap -- Blue (1)	
Socks -- ICI Solid White (6 pair)	
Socks -- Solid White (6 pair)	
Sweat Pants -- Gray only (1)	
Sweat Pants -- Gray only - ICI (1)	
Sweat Shirts -- Gray only (1)	
Sweat Shirts -- Gray only - ICI (1)	
Thermal Underwear -- Solid White Only (1 set)	
T-Shirts -- ICI White Only (3 shirts)	
T-Shirts -- Strap (Tank Top) -- White Only (3 shirts)	
T-Shirts -- White only (3 shirts)	
Washcloths & Towels -- Solid White only (2 each)	
<u>CRACKERS AND COOKIES</u>	
Cookies, 20 oz. clear package or less (2)	
Crackers, 20 oz. box or less (2)	
<u>ELECTRONICS</u> (In Accordance with A.D. 05.10.110 & 05.10.115)	
Batteries (Watch & Radio) -- AA Batteries or as required -- no 'D' Batteries	
Cable Coupler -- F81 (1)	
Cable Splitter (1)	
Calculators -- Clear Case (Solar Powered or Dual Powered) -- Pocket Size (1)	
Clear Walkman Adapter	
Coax Cable -- 6' (1)	
Ear Buds	
Adapter- Mono to Stereo AD530 or equivalent (1)	
Electric Razor & Cord -- Can be Battery Operated -- Clear -- No trimmer (1)	
Replacement blades for Battery Razor (1)	
Extension Cord -- 6' (1)	
Extension for head phones -- 6' (1)	
Fan (clear 8") -- Clear with cord not to exceed 6' (1)	
Clip-on Lamp -- Clear -- Cord not to exceed 6' (1)	

Light Bulb -- For Clip-on-Lamp -- as required	
Clear Case Walkman (1)	
Trimmer, clear (w/AA batteries) (1)	
TV (no speaker, clear) -- 8"-15" flat screen -- attached cord not to exceed 6' (1)	
Typewriter (Standard/No memory) -- Electric -- attached cord not exceed 6' -- Clear Case (1)	
Watch (Standard) -- Clear -- No special features (1)	
Y Adapter (1)	
<u>FOOD</u>	
Bag-o Noodles with or without Cheese (4)	
BBQ Beef (4)	
Beans/Refried Beans and Rice -- Variety (8)	
Beef Summer Sausage (4)	
Beef Stew -- Foiled Package	Limit of 12 items between these four items at one time
Chili with or without Beans -- Foiled Package	
Lasagna	
Sloppy Joe Sauce with Beef -- Foiled Package	
Boneless Ham -- 8 oz. (4)	
Boneless Roast Beef with or without gravy (4)	
Boneless Turkey with or without gravy (4)	
Catsup -- Individual packets (24 individual packets)	
Cereal 14 oz (or smaller) clear bag	
Cheese Plastic Containers or Individual Packets (2 containers or no more than 2 pkg of 10)	
Chicken with or without Gravy (4)	
Chunk White Chicken in Broth (4)	
Flour Tortillas (2 packages)	
Honey individual packets (10 individual packets)	
Hot Cereal (grits, oatmeal, cream of wheat), box of 10-12	
Hot Sauce -- No squeeze bottle (12 individual packets)	
Jalapeno Slices (No juice) -- Packets (10)	
Jelly (No Squeeze Bottle) -- Individual Packets (10)	
Mayonnaise -- Individual Packets (12)	
Mustard -- Individual Packets (24)	
Peanut Butter (1 plastic container or 20 individual packets)	
Pepperoni Slices (2 packages)	
Ramen/Top Ramen Noodles -- Oodles of Noodles (24)	
Rice -- Clear Package (4)	
Sardines/Mackerel/Baby Clams/Fish Steaks/Salmon Flakes -- Foiled Packages (8)	
Sausage and Cheese (4)	

Smoked Oysters/Shrimp -- Foiled Packages (4)	
Soup (4)	
Soy Sauce -- Individual Packets (12)	
Sweetener -- Non-Sugar (100 individual packets or less)	
Tokyo Diner (8)	
Tuna (8)	
Vienna Sausage (2)	
<u>MISCELLANEOUS</u>	
Arch Supports (2 packages)	
Assorted Games -- No Dice or Play Money (3)	
Blanket -- White only (1)	
Bowl -- 24 oz. without lid (1)	
Coffee Mugs/Tumblers -- Non-insulated plastic without lids or clear insulated, plastic without lids	
Disposable Toilet Seat Covers (1 box)	
Fly Swatter (1)	
Laundry Bag -- Small Mesh (1)	
Photo Coupons (As determined by the institution)	
Playing Cards/Pinochle (1 deck each)	
Racquet/Hand Balls (1)	
Rugs - Prayer (1) -- Special Order Business Office	
Typewriter/Correction Ribbon -- as required (1)	
Utensil Set -- Fork & Spoon/Plastic or Spork (1 set)	
Whisk Broom- Plastic (no metal, wood or wire)	
<u>NUTS AND SNACKS</u>	
Beef Deli Stick (2)	
Beef Jerky (2)	
Chips, popcorn, pretzels, etc. -- 14 oz. bags or smaller (6)	
Meat Sticks -- ICI (2)	
Nuts -- Shelled (2)	
<u>PAPER PRODUCTS</u>	
Address Book -- Pocket Size (1)	
Box Envelopes (20)	
Colored Pencils -- 12 per package (1 package)	
Dictionary (paperback) -- Spanish/English (Either/or or combination) (1)	
Document Folder -- 15" x 12" (6)	

Filler Notebook Paper -- 200 count - 8 1/2" x 11" Standard Rule (1)	
Find-A-Word Crossword (no Staple - Maxima)	
Greeting Cards (6)	
Large Envelopes- Self Seal (6)	
Lead Pencils (3)	
Legal Pads 8 1/2" x 11" -- Yellow only (2)	
Pens -- Bic Clear/Flex (2)	
Photo Albums -- With Plastic (no metal) -- 8 1/2" x 11" (1)	
Pre-Stamped Envelopes (40)	
Pre-Stamped Post Cards (20)	
Thesaurus (paperback) (1)	
Typing Paper -- 100 count -- 8 1/2" x 11" (1)	
Water-based Markers -- 10 pack fine tip (1 package)	
Wireless Notebook (3)	
Writing Tablets (3)	
<u>PERSONAL CARE</u>	
Acne Treatment -- 1 oz. Tube (2)	
After Shave -- No Alcohol (1)	
Ambi Fade Cream (2)	
Antacids -- Roloids (1)	
Athletic Supporters (1)	
Baby Powder -- 4 oz. (2)	
Bounce and/or other Dryer Sheets (1)	
Chap/Cocoa Butter Stick (2)	
Chlortrimeton (Cold Medication) (1)	
Bar Soap or Cleansing/Complexion Bar (2)	
Conditioners (2 bottles or 30 individual packets)	
Cough Drops (2 multi-packages)	
Denture Cleanser Products -- Tablets (2 boxes)	
Denture Cups -- Clear Plastic (1)	
Denture Floss Loops (1)	
Denture Grip/Adhesive (1)	
Deodorants or Deodorant/Anti-perspiring (2)	
Dishwashing Detergent - individual packets or toweletts	
Eye Drops (1)	
Foot Powder -- 4 oz. or smaller (2)	
Hair Brushes -- Military Brush (1)	

Hair Combs or Afro Comb (1) made of flexible plastic	
Hair Grease and Styling Gel Products -- No Alcohol (2)	
Hair Picks -- Plastic Only with no Handle (1) made of flexible plastic	
Insoles -- White (2 packages)	
Liquid Washing Detergents -- Non-Bleach Additives (1 bottle or 20 individual packets)	
Lotions, Skin Care Products -- Non-Alcohol (1 bottle or 30 individual packets)	
Magic Shave -- Powder or Cream (1)	
Mirror -- 4" x 6" -- Non-Shank (1)	
Mouthwash -- Non-Alcohol -- 6 oz. clear container (2)	
Nail Clipper -- No nail file (1)	
Non-Smoking Lozenges	
Non-aerosol Hair Spray- Non-Alcohol (1)	
Petroleum Jelly (1)	
Ponytail Holders (1 package)	
Q-Tips/Cotton Swabs -- Small box cardboard (1)	
Safety Razors (1 package of no more than 3) Level 1 NO RAZORS	
Shampoo (2 bottles or 30 individual packets)	
Shave Creams/Gels (1)	
Sun block - SunX Towlette - (Bob Barker)	
Sun Screen	
Toilet Paper (1 package 4 rolls or less)	
Toothbrush (1)	
Toothbrush Holders -- Clear (1)	
Toothpaste -- Non-Alcohol -- Medicated -- Clear Tube (1)	
Tylenol or other Pain Relievers/Non-Aspirin -- No more than 24 tablets (1)	
Vitamins -- Multi-Vitamin/Centrex Plus (1 max 100/bottle)	
Wave Activators (Without Lye or Alcohol)	
<u>TOBACCO</u>	
Tobacco will be sold as per Director/Warden's bulletin dated 10/24/07. Effective 01/01/08, all tobacco and tobacco related items will be considered contraband.	
No canned items shall sold. Items that can be purchased in a clear container should only be sold on the commissary (i.e. toothpaste, shampoo, skin lotion, etc.)	
NO item that is not on this approved list can be sold on the commissary. Any changes or deviation from this approved list must be done	

through the Committee and will be presented to the Director to ensure consistency. However, because an item appears on this list, does not mean it must be sold on your commissary. But, keep in mind, if it appears on this list for your security level, he/she will be allowed to retain possession of said item. Items sold on your commissary should be based on the needs of the inmate population within your facility and the availability of space in your commissary.

*Deleted items will not be available for purchase. However, will be allowable items and removed through attrition.
Non Clear electronics/headphones that are under warranty can go out to be repaired, though will not be allowed back in.*

It is the responsibility of each individual inmate to ensure that they only purchase items that can be stored in their property/correspondence boxes in compliance with the Administrative Directive for your respective security level. The accountability will be the responsibility of the inmate.

In accordance with DR535, the CAO has the authority to establish limits. Some purchase limits have been established on the approved list.

Illinois Department of Corrections

Levels III & IV Commissary List

BEVERAGES

Bottle Water -- Small (12)

Coffee -- Regular and/or Decaffeinated bags not to exceed 8 oz. or individual packets (2 bags of 15 ind)

Gatorade - 16 or 20 oz. Bottle, screw on cap, no squirt bottles.

Hot Chocolate -- Plastic Containers (1) or package of individual packets (8 or 10 ct)

Powdered Fruit Drink -- no sugar (1)

Soda -- Plastic Bottles -- 20 oz. or less (12)

Sugar Free Drink Concentrate -- Foil Package (6)

Tea -- Instant or tea bags No Sugar--no more than 15 oz container or 10 oz bag (1)

CAKES AND DONUTS

Cakes (2 boxes or 10 individual packages)

Fruit Pies/Donuts (2 boxes or 10 individual packages)

ICI - Donut Holes (2 boxes or 10 individual packages)

ICI - Fudge Brownies (2 boxes or 10 individual packages)

ICI - Prairie Grain River Buns (2 boxes or 10 individual packages)

ICI - Sponge Cake -- 3 varieties (2 boxes or 10 individual packages)

CANDY

Bagged Candy (2)

Candy Bars (6)

Sugar Free Candy (6)

CLOTHING

Ball Caps/Navy (1)

Boots -- Black (1 Pair)

Briefs/Boxers -- ICI White Only (2 packages of 3)

Briefs/Boxers -- White only (2 packages of 3)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White (1 pair)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White - ICI (1 pair)

Gym Shoes -Solid White (shoe and sole, low-mid or high top. May have somegrey accent).

Gym Shorts-- Gray (2)
Knit Hats --ICI (1)
Pajamas -- ICI - Light Blue or White (1)
Pajamas -- Light Blue or White (1)
Robes -- ICI - Light Blue or White (1)
Robes -- Light Blue or White (1)
Shoe Laces -- White or Black (1 pair)
Shower Shoes -- Slip on, solid color (orange) (1 pair) Bob Barker #6105
Ski Band -- Blue (1)
Skull Cap -- Blue (1)
Socks -- ICI Solid White (6 pair)
Socks -- Solid White (6 pair)
Sweat Pants -- Gray only (1)
Sweat Pants -- Gray only - ICI (1)
Sweat Shirts -- Gray only (1)
Sweat Shirts -- Gray only - ICI (1)
Thermal Underwear -- Solid White Only (1 set)
T-Shirts -- ICI White Only (3 shirts)
T-Shirts -- Strap (Tank Top) -- White Only (3 shirts)
T-Shirts -- White only (3 shirts)
Washcloths & Towels -- Solid White only (2 each)
<u>CRACKERS AND COOKIES</u>
Cookies, 20 oz. clear package or less
Crackers, 20 oz. box or less
<u>ELECTRONICS</u> (In Accordance with A.D. 05.10.110 & 05.10.115)
Batteries (Watch & Radio) -- AA Batteries or as required -- no 'D' Batteries
Cable Coupler -- F81 (1)
Cable Splitter (1)
Calculators -- Clear Case (Solar Powered or Dual Powered) -- Pocket Size (1)
Clear Walkman Adapter
Coax Cable -- 6' (1)
Ear Buds (1)
Adapter- Mono to Stereo AD530 or equivalent (1)
Electric Razor & Cord -- Can be Battery Operated -- Clear -- No trimmer (1)

Replacement blades for Razors (1)
Extension Cord -- 6' (1)
Extension for head phones -- 6' (1)
Fan (clear 8") -- Clear with cord not to exceed 6' (1)
Food Cup Insert for Hot Pot -- Clear, Plastic insert (1)
Hot Pots w/Attached Cords not to exceed 6' -- Clear Plastic -- Temperature can't reach boiling -- Must be sealed on bottom (1)
Radios -- Clear -- Cord not to exceed 6' -- May be battery operated (1)
Clip-on Lamp -- Clear -- Cord not to exceed 6' (1)
Light Bulb -- For Clip-on-Lamp -- as required
Clear Case Walkman
TV (no speaker, clear) -- 8"-15" flat screen -- attached cord not to exceed 6' (1)
Trimmer, clear (w/AA batteries) (1)
Typewriter (Standard/No memory) -- Electric -- attached cord not to exceed 6' -- Clear Case (1)
Watch (Standard) -- Clear -- No special features (1)
Y Adapter (1)

FOOD

Bag-o Noodles with or without Cheese (4)
BBQ Beef (4)
Beans/Refried Beans and Rice -- Variety (4)
Beef Stew -- Foiled Package
Chili with or without Beans -- Foiled Package
Lasagna
Sloppy Joe Sauce with Beef -- Foiled Package
Beef Summer Sausage (4)
Boneless Ham -- 8 oz. (4)
Boneless Roast Beef with or without gravy (4)
Boneless Turkey with or without gravy (4)
Catsup -- Individual packets (24 individual packets)
Cereal 14 oz (or smaller) - Clear Bag
Cheese Plastic Containers or Individual Packets (2 containers or no more than 2 packages of 10)
Chicken with or without Gravy (4)
Chicken and Dumplings (4)
Chili Flavored Refried Beans and Rice (4)
Chunk Ham (4)

Limit of 12 items among these
four items at one time

Chunk White Chicken in Broth (4)
Chunk Turkey with or without Gravy (4)
Fish Steaks with Hot Sauce (2)
Fish Steaks with Jalapeno (2)
Flour Tortillas (2 packages)
Honey individual packets (10 individual packets)
Hot Cereal (grits, oatmeal, cream of wheat), box of 10-12
Hot Chili Flavored Refried Beans and Rice (4)
Hot Sauce -- No squeeze bottle (12 individual packets)
Instant Chili (4)
Jalapeno Slices (No juice) -- Packets (10)
Jelly (No Squeeze Bottle) -- Individual Packets (10)
Macaroni and Cheese Dinners (6)
Mayonnaise -- Individual Packets (12)
Mustard -- Individual Packets (24)
Peanut Butter (1 plastic container or 20 individual packets)
Pepperoni Slices (2 packages)
Picante Black Bean Dip (4)
Pinto Beans (4 bags)
Powdered/Dry Milk (1)
Ramen/Top Ramen Noodles -- Oodles of Noodles (24)
Refried Beans -- Regular or Hot (4)
Rice -- Clear Package (4)
Sardines/Mackerel/Baby Clams/Fish Steaks/Salmon Flakes -- Foiled Packages (8)
Sausage and Cheese (4)
Smoked Oysters/Shrimp -- Foiled Packages (4)
Soup (4)
Soy Sauce -- Individual Packets (12)
Sweetener -- Non-Sugar (100 individual packets or less)
Tokyo Diner (8)
Tuna (8)
Vienna Sausage (2)
<u>MISCELLANEOUS</u>
Arch Supports (2 packages)

Assorted Games -- No Dice or Play Money (3)
 Blanket -- White only (1)
 Bowl -- 24 oz. with lid (1)
 Calendars (Seasonal) (1)
 Coffee Mugs/Tumblers -- Non-insulated plastic without lids or clear insulated plastic without lids (1)
 Disposable Toilet Seat Covers (1 box)
 Fly Swatter (1)
 Laundry Bag -- Small Mesh (1)
 Photo Coupons (As determined by the institution)
 Playing Cards/Pinochle (1 deck each)
 Racquet/Hand Balls (1)
 Rugs - Prayer (1) -- Special Order Business Office
 Typewriter/Correction Ribbon -- as required (1)
 Utensil Set -- Fork & Spoon/Plastic or Spork (1 set)
 Whisk Broom- Plastic (no metal, wood or wire)

NUTS AND SNACKS

Beef Deli Stick (2)
 Beef Jerky (2)
 Chips, popcorn, pretzels, etc. -- 14 oz. bags or smaller (6)
 Meat Sticks -- ICI (2)
 Nuts -- Shelled (2)

PAPER PRODUCTS

Address Book -- Pocket Size (1)
 Box Envelopes (20)
 Colored Pencils -- 12 per package (1 package)
 Dictionary (paperback) -- Spanish/English (Either/or or combination) (1)
 Document Folder -- 15" x 12" (6)
 Erasers (1)
 Filler Notebook Paper -- 200 count - 8 1/2" x 11" Standard Rule (1)
 Find-A-Word Crossword (no Staple - Maxima)
 Greeting Cards (6)
 Large Envelopes- Self Seal (6)
 Lead Pencils #2 (12)

Legal Pads 8 1/2" x 11" -- Yellow only (2)

Pens -- Bic Clear/Flex (2)

Pencil Sharpener (1)

Photo Albums -- With Plastic (no metal) -- 8 1/2" x 11" (1)

Pre-Stamped Envelopes (40)

Pre-Stamped Post Cards (20)

Ruler -- Plastic or Vinyl 12" (1)

Sketch Pads (1)

Thesaurus (paperback) (1)

Typing Paper -- 100 count -- 8 1/2" x 11" (1)

Water-based Markers -- 10 pack fine tip (1 package)

Writing Tablets (3)

Wireless Notebook (3)

PERSONAL CARE

Acne Treatment -- 1 oz. Tube (2)

After Shave -- No Alcohol (1)

Ambi Fade Cream (2)

Antacids -- Roloids (1)

Athletic Supporters (1)

Baby Powder -- 4 oz. (2)

Bar Soap or Cleansing/Complexion Bar (2)

Bar Soap Box/Clear (1)

Bounce and/or other Dryer Sheets (1)

Chap Stick (2)

Chlortrimeton (Cold Medication) (1)

Cocoa Butter Stick (2)

Conditioners (2 bottles or 30 individual packets)

Cough Drops (2 multi-packages)

Curl Activators or Hair Relaxers without Lye & Alcohol (1)

Denture Cleanser Products -- Tablets (2 boxes)

Denture Cups -- Clear Plastic (1)

Denture Floss Loops (1)

Denture Grip/Adhesive (1)

Deodorants or Deodorant/Anti-perspiring (2)

Dishwashing Detergent - individual packets or toweletts
Eye Drops (1)
Nail Clipper -- No nail file (1)
Foot Powder -- 4 oz. or smaller (2)
Hair Brushes -- Military Brush (1)
Hair Combs or Afro Comb (1) made of flexible plastic
Hair Grease and Styling Gel Products -- No Alcohol (2)
Hair Picks -- Plastic Only with no Handle (1) made of flexible plastic
Insoles -- White (2 packages)
Kleenex (1 package or box)
Laundry Soap Powders/Detergents -- Non-Corrosive (1 small box or 20 individual packets) delete
Liquid Washing Detergents -- Non-Bleach Additives (1 bottle or 20 individual packets)
Lotions, Skin Care Products -- Non-Alcohol (1 bottle or 30 individual packets)
Magic Shave -- Powder or Cream (2)
Mirror -- 4" x 6" -- Non-Shank (1)
Mouthwash -- Non-Alcohol -- 6 oz. clear container (2)
Non-Smoking Lozenges
Non-aerosol Hair Spray- Non Alcohol (1)
Petroleum Jelly (1)
Ponytail Holders (1 package)
Q-Tips/Cotton Swabs -- Small box cardboard (1)
Safety Razors or Bic Disposable (1 package of no more than 3)
Shampoo (2 bottles or 30 individual packets)
Shave Creams/Gels (1)
Shower Cap (1)
Sun block - SunX Towlette - (Bob Barker)
Sun Screen
Toilet Paper (1 package 4 rolls or less)
Toothbrush (1)
Toothbrush Holders -- Clear (1)
Toothpaste -- Non-Alcohol -- Medicated -- Clear Tube (1)
Tylenol or other Pain Relievers/Non-Aspirin -- No more than 24 tablets (1)
Vitamins -- Multi-Vitamin/Centrex Plus (1 max 100/bottle)
Wave Activators (Without Lye or Alcohol)
Perm Kits and Wave Activator are to be regulated through the Barber Shop and not allowed in the Housing Units/Cell Houses.

TOBACCO

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ILLINOIS DEPARTMENT OF CORRECTIONS

Commissary List - Levels V, VI, & VII

BEVERAGES

Bottle Water -- Small (12)

Coffee -- Regular and/or Decaffeinated bags not to exceed 8 oz. or individual packets (2 bags of 15 individual packets.)

Hot Chocolate -- Plastic Containers (1) or package of individual packets (8 or 10 ct)

Powdered Fruit Drink -- no sugar (1)

Soda -- Plastic Bottles -- 20 oz. or less (12)

Sugar Free Drink Concentrate -- Foil Package (6)

Tea -- Instant or tea bags No Sugar --no more than 15 oz container or 10 oz bag (1)

Gatorade - 16 or 20 oz. Bottle, screw on cap, no squirt bottles.

CAKES AND DONUTS

Fruit Pies/Donuts (2 boxes or 10 individual packages)

Cakes (2 boxes or 10 individual packages)

ICI - Donut Holes (2 boxes or 10 individual packages)

ICI - Fudge Brownies (2 boxes or 10 individual packages)

ICI - Prairie Grain River Buns (2 boxes or 10 individual packages)

ICI - Sponge Cake -- 3 varieties (2 boxes or 10 individual packages)

CANDY

Bagged Candy (2)

Candy Bars (6)

Sugar Free Candy (6)

CLOTHING

Ball Caps/Navy (1)

Boots -- Black (1 Pair)

Briefs/Boxers -- ICI White Only (2 packages of 3)

Briefs/Boxers -- White only (2 packages of 3)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White (1 pair)

Gloves -- Canvas/Cotton Work Gloves -- Brown or White - ICI (1 pair)

Gym Shoes-Solid White (shoe and sole. Low-Mid or High Top. May have some grey accent).

Gym Shorts -- Gray (2)
Handkerchiefs -- White Only -- ICI (3)
Handkerchiefs -- White Only (3)
Knit Hats --ICI (1)
Pajamas -- ICI - Light Blue or White (1)
Pajamas -- Light Blue or White (1)
Pillowcases & Sheets -- White only (1)
Robes -- ICI - Light Blue or White (1)
Robes -- Light Blue or White (1)
Shoe Laces -- White or Black (1 pair)
Shower Shoes -- Slip on, solid color (orange) (1 pair) Bob Barker #6105
Ski Band -- Blue (1)
Skull Cap -- Blue (1)
Socks -- ICI Solid White (6 pair)
Socks -- Solid White (6 pair)
Sweat Pants -- Gray only (1)
Sweat Pants -- Gray only - ICI (1)
Sweat Shirts -- Gray only (1)
Sweat Shirts -- Gray only - ICI (1)
Thermal Underwear -- Solid White Only (1 set)
T-Shirts -- ICI White Only (3 shirts)
T-Shirts -- White only (3 shirts)
T-Shirts -- Strap (Tank Top) -- White Only (3 shirts)
Washcloths & Towels -- Solid White only (2 each)
<u>CRACKERS AND COOKIES</u>
Cookies, 20 oz. clear package or less
Crackers, 20 oz. box or less
<u>ELECTRONICS</u> (In Accordance with A.D. 05.10.110 & 05.10.115)
Batteries (Watch & Radio) -- AA Batteries or as required -- no 'D' Batteries
Cable Coupler -- F81 (1)
Cable Splitter (1)
Calculators -- Clear Case (Solar Powered or Dual Powered) -- Pocket Size (1)
Coax Cable -- 6' (1)

Ear Buds
Adapter- Mono to Stereo AD530 or equivalent (1)
Electric Razor & Cord -- Can be Battery Operated -- Clear -- No trimmer (1)
Replacement blades for Razors (1)
Extension Cord -- 6' (1)
Extension for head phones -- 6' (1)
Fan (clear 8") -- Clear with cord not to exceed 6' (1)
Food Cup Insert for Hot Pot -- Clear, Plastic insert (1)
Hot Pots w/Attached Cords not to exceed 6' -- Clear Plastic -- Temperature can't reach boiling -- Must be sealed on bottom (1)
Radios -- Clear -- Cord not to exceed 6' -- May be battery operated (1)
TV (no speaker, clear) -- 8"-15" flat screen -- attached cord not to exceed 6' (1)
Trimmer, clear (w/AA batteries) (1)
Typewriter (Standard/No memory) -- Electric -- attached cord not to exceed 6' -- Clear Case (1)
Watch (Standard) -- Clear -- No special features (1)
Clear Case Walkman
Clear Walkman Adapter
Clip-on Lamp -- Clear -- Cord not to exceed 6' (1)
Light Bulb -- For Clip-on-Lamp -- as required
Y Adapter (1)
<u>FOOD</u>
Bag-o Noodles with or without Cheese (4)
BBQ Beef (4)
Beans/Refried Beans and Rice -- Variety (4)
Beef Stew -- Foiled Package **
Chili with or without Beans -- Foiled Package **Limit of 12 items between these four items at a time
Lasagna **
Sloppy Joe Sauce with Beef -- Foiled Package **
Beef Summer Sausage (4)
Boneless Ham -- 8 oz. (4)
Boneless Roast Beef with or without gravy (4)
Boneless Turkey with or without gravy (4)
Catsup -- Individual packets (24 individual packets)
Cereal 14 oz (or smaller) - Clear Bag

Cheese Plastic Containers or Individual Packets (2 containers or no more than 2 packages of 10)
Chicken with or without Gravy (4)
Chicken and Dumplings (4)
Chili Flavored Refried Beans and Rice (4)
Chunk Ham (4)
Chunk White Chicken in Broth (4)
Chunk Turkey with or without Gravy (4)
Fish Steaks with Hot Sauce (2)
Fish Steaks with Jalapeno (2)
Flour Tortillas (2 packages)
Honey individual packets (10 individual packets)
Hot Cereal (grits, oatmeal, cream of wheat), box of 10-12
Hot Chili Flavored Refried Beans and Rice (4)
Hot Sauce -- No squeeze bottle (12 individual packets)
Ice Cream (2)
Instant Chili (4)
Jalapeno Slices (No juice) -- Packets (10)
Jelly (No Squeeze Bottle) -- Individual Packets (10)
Macaroni and Cheese Dinners (6)
Mayonnaise -- Individual Packets (12)
Mustard -- Individual Packets (24)
Oysters, Smoked (2)
Peanut Butter (1 plastic container or 20 individual packets)
Pepperoni Slices (2 packages)
Picante Black Bean Dip (4)
Pinto Beans (4 bags)
Powdered/Dry Milk (1)
Ramen/Top Ramen Noodles -- Oodles of Noodles (24)
Refried Beans -- Regular or Hot (4)
Rice -- Clear Package (4)
Salsa -- Individual Packets (12)
Sardines/Mackerel/Baby Clams/Fish Steaks/Salmon Flakes -- Foiled Packages (8)
Sausage and Cheese (4)
Seasonings -- 2 Varieties (2)

Smoked Oysters/Shrimp -- Foiled Packages (4)
Soup (4)
Soy Sauce -- Individual Packets (12)
Spaghetti (4)
Spam (2)
Sweetener -- Non-Sugar (100 individual packets or less)
Tokyo Diner (8)
Tuna (8)
Vienna Sausage (2)
<u>MISCELLANEOUS</u>
Arch Supports (2 packages)
Assorted Games -- No Dice or Play Money (3)
Blanket -- White only (1)
Bowl -- 24 oz. with lid (1)
Calendars (Seasonal) (1)
Coffee Mugs/Tumblers -- Non-insulated plastic without lids or clear insulated plastic without lids (1)
Disposable Toilet Seat Covers (1 box)
Fly Swatter (1)
Laundry Bag -- Small Mesh (1)
Photo Coupons (As determined by the institution)
Ping Pong Balls (1 package)
Playing Cards/Pinochle (1 deck each)
Racquet/Hand Balls (1)
Rugs - Prayer (1) -- Special Order Business Office
Typewriter/Correction Ribbon -- as required (1)
Utensil Set -- Fork & Spoon/Plastic or Spork (1 set)
Whisk Broom- Plastic (no metal, wood or wire)
<u>NUTS AND SNACKS</u>
Beef Deli Stick (2)
Beef Jerky (2)
Chips, popcorn, pretzels, etc. -- 14 oz. bags or smaller (6)
Meat Sticks -- ICI (2)
Nuts -- Shelled (2)

PAPER PRODUCTS

Address Book -- Pocket Size (1)
Box Envelopes (20)
Colored Pencils -- 12 per package (1 package)
Dictionary (paperback) -- Spanish/English (Either/or or combination) (1)
Document Folder -- 15" x 12" (6)
Erasers (1)
Filler Notebook Paper -- 200 count - 8 1/2" x 11" Standard Rule (1)
Find-A-Word Crossword (no Staple - Maxima)
Greeting Cards (6)
Large Envelopes -Self Seal (6)
Lead Pencils #2 (12)
Legal Pads 8 1/2" x 11" -- Yellow only (2)
Pencil Sharpener (1)
Pens -- Bic Clear/Flex (2)
Pencil Sharpener (1)
Photo Albums -- With Plastic (no metal) -- 8 1/2" x 11" (1)
Pre-Stamped Envelopes (40)
Pre-Stamped Post Cards (20)
Ruler -- Plastic or Vinyl 12" (1)
Sketch Pads (1)
Thesaurus (paperback) (1)
Typing Paper -- 100 count -- 8 1/2" x 11" (1)
Water-based Markers -- 10 pack fine tip (1 package)
Writing Tablets (3)
Wireless Notebook (3)

PERSONAL CARE

Acne Treatment -- 1 oz. Tube (2)
After Shave -- No Alcohol (1)
Ambi Fade Cream (2)
Antacids -- Roloids (1)
Athletic Supporters (1)
Baby Powder -- 4 oz. (2)

Bar Soap or Cleansing/Complexion Bar (2)
Bar Soap Box/Clear (1)
Bounce and/or other Dryer Sheets (1)
Chap Stick (2)
Chlortrimeton (Cold Medication) (1)
Cocoa Butter Stick (2)
Conditioners (2 bottles or 30 individual packets)
Cough Drops (2 multi-packages)
Curl Activators or Hair Relaxers without Lye & Alcohol (1)
Denture Cleanser Products -- Tablets (2 boxes)
Denture Cups -- Clear Plastic (1)
Denture Floss Loops (1)
Denture Grip/Adhesive (1)
Deodorants or Deodorant/Anti-perspiring (2)
Dishwashing Detergent - individual packets or toweletts
Eye Drops (1)
Nail Clipper -- No nail file (1)
Foot Powder -- 4 oz. or smaller (2)
Hair Brushes -- Military Brush (1)
Hair Combs or Afro Comb (1) made of flexible plastic
Hair Grease and Styling Gel Products -- No Alcohol (2)
Hair Picks -- Plastic Only with no Handle (1) made of flexible plastic
Insoles -- White (2 packages)
Kleenex (1 package or box)
Liquid Washing Detergents -- Non-Bleach Additives (1 bottle or 20 individual packets)
Lotions, Skin Care Products -- Non-Alcohol (1 bottle or 30 individual packets)
Magic Shave -- Powder or Cream (2)
Mirror -- 4" x 6" -- Non-Shank (1)
Mouthwash -- Non-Alcohol -- 6 oz. clear container (2)
Muscle Rub (1)
Non-Smoking Lozenges
Noxzema (1)
Non-aerosol Hair Spray - Non Alcohol (1)
Perm Kits -- No Lye (1)

Petroleum Jelly (1)
Ponytail Holders (1 package)
Q-Tips/Cotton Swabs -- Small box cardboard (1)
Safety Razors or Bic Disposable (1 package of no more than 3)
Shampoo (2 bottles or 30 individual packets)
Shave Creams/Gels (1)
Shower Cap (1)
Sun block - SunX Towlette - (Bob Barker)
Sun Screen
Toilet Paper (1 package 4 rolls or less)
Toothbrush (1)
Toothbrush Holders -- Clear (1)
Toothpaste -- Non-Alcohol -- Medicated -- Clear Tube (1)
Tylenol or other Pain Relievers/Non-Aspirin -- No more than 24 tablets (1)
Vitamins -- Multi-Vitamin/Centrex Plus (1 max 100/bottle)
Wave Activators (Without Lye or Alcohol)

Perm Kits and Wave Activator are to be regulated through the Barber Shop and not allowed in the Housing Units/Cell Houses.

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NO item that is not on this approved list can be sold on the commissary. Any changes or deviation from this approved list must be done through the Committee and will be presented to the Director to ensure consistency. However, because an item appears on this list, does not mean it must be sold on your commissary. But, keep in mind, if it appears on this list for your security level, he/she will be allowed to retain possession of said item. Items sold on your commissary should be based on the needs of the inmate population within your facility and the availability of space in your commissary.

Deleted items will not be available for purchase. However, will be allowable items and removed through attrition. Non Clear electronics/headphones that are under warranty can go out to be repaired, though will not be allowed back in.

It is the responsibility of each individual inmate to ensure that they only purchase items that can be stored in their property/correspondence boxes in compliance with the Administrative Directive for your respective security level. The accountability will be the responsibility of the inmate. In accordance with DR535, the CAO has the authority to establish limits. Some purchase limits have been established on the approved list.

By Vendor - FY2009

A D Huesing Corporation	\$7,917.60
ABC Beverage Corp	\$10,227.75
Access Catalog Company	\$1,396,221.23
Accurate Office Supply	\$1,070.31
Alexander Lumber Co	\$13.94
All States Distributors	\$73,017.08
Altama Delta Corp	\$676.95
American Bottling Company	\$50,989.18
American Hotel Register Co	\$1,199.80
A-One Card Service	\$28,326.90
Arnold's Office Supply	\$632.00
Astro-Ven Distributors	\$131,158.50
ATD-American Co	\$16,380.00
Athlete's Needs Inc	\$6,073.20
Autco-Besco Dist Inc	\$1,041,680.03
Bailey, Dr Julius	\$700.00
Barbara Niesman	\$80.00
Batteries Plus	\$191.88
Battery Specialist & Golf Cards TBD	\$199.80
Big "E" Meat Snacks	\$27,952.64
Big R Store	\$272.26
Blazing Color Inc	\$5,807.20
Bob Barker Company Inc	\$89,398.58
Bradner Smith & Company	\$2,320.80
Burkland Distributors Inc	\$96,161.34
Burrows Business Systems	\$349.95
C J Vitner Company	\$40,660.84
C Joseph Enterprise Inc (Haas)	\$62,622.66
Cadbury Schweppes Bottling Group	\$8,026.56
Card Smart Systems	\$360.10
Carl's of Quincy	\$13,471.00
Central Cigar-Candy Co	\$28,711.15
Central Inmate Benefit Fund	\$59,531.16
Central States Coca-Cola Bottling co	\$15,416.43
Charm-Tex	\$251.20
Chesterman Co	\$14,272.90
Chicago Vendor Supply	\$42,307.50
CMRS-PBP ACCT #36242386	\$2,113.73
Coca-Cola Refreshments	\$49,045.60
Consolidated Inmate Benefit Fund	\$100,545.22
Corporate Express	\$1,682.76
Cosmo Prof	\$428.34
County Office Supply	\$1,999.80
Craftmaster Hardware Co Inc	\$1,267.20
Crawford Supply Company	\$1,913,502.84
Croessmann Wholesale	\$23,112.09
CTG Inc of Illinois	\$172.00

D & B West Distributing	\$18,564.01
D and B Distributing	\$16,636.64
Danka Financial Services	\$2,405.92
Danville Paper & Supply Inc	\$69.98
Dave Clark	\$5,848.00
Dearbon Wholesale	\$16,953.11
Delbert B Boone - NND Productions Inc	\$4,000.00
Deluxe Business Checks and Solutions	\$73.06
Dick Blick	\$29,927.29
Digi-Key Corp	\$77.31
DOC - Central IBF	\$633,431.52
Dr Pepper Snapple Group	\$9,954.60
Duke's Office Supply	\$2,599.80
Dwight Post Office	\$51,495.75
Eby-Brown	\$35,325.01
Employee Commissary Fund	\$1,279.50
Family Video	\$600.00
Federal Correctional Supply Service	\$42,402.03
Flaghouse	\$31.85
Food Express USA	\$1,447,150.26
Fox River Foods	\$4,086.00
Freedom Greeting Card Company	\$19,158.10
Frito-Lay Inc	\$514,072.47
G & M Distributors	\$7,458.85
Galls	\$191.16
Gambrill, Mike	\$100.00
Ganson Engineering Inc	\$1,473.00
Glenn Brunk Stationers	\$104.16
Global Equipment Company, Inc.	\$1,208.92
Global Industrial	\$263.43
Goldline USA Inc	\$2,510.30
Goodman's	\$110.10
Govconnection Inc	\$1,583.71
Heartland Office Supply	\$1,685.70
Hewlett-Packard company	\$9,567.00
Highland Beefalo Farms	\$88,651.80
Hyvee	\$118.80
IBC - Hostess Cake	\$39,095.31
ICI	\$187,425.18
ICI - Illinois River Bakery	\$2,590.00
ICI - Western	\$1,413.00
IKON Office Solutions	\$440.76
Interstate Brands Corp	\$34,306.15
Jacqueline Delgado	\$40.00
Jay O'Day	\$106.80
Jenny Corporation	\$152,650.24
Jinny Beauty Supply	\$13,659.62
Justice Packaging	\$313.24

K & L Distributors	\$39,317.41
Keefe Coffee and Supply Company	\$8,397,670.63
Kitchen Cooked Inc	\$86,532.72
Kohl Wholesale	\$808.50
Kolonski, Delores	\$10.00
Lakeview Rubber Stamp Company	\$51.60
Leanin' Tree	\$4,582.00
Lincoln IGA	\$1,553.84
Loops Flexbrush LLC (Floss Loops LLC)	\$6,536.13
Marion Pepsi-Cola Bottling Co	\$39,560.74
Maxima Supply	\$3,392,287.91
McKee Baking Co	\$208,332.51
McKee Foods Corporation	\$1,089,527.88
Mettam Safety Supply	\$170.54
Midwest Office Supply	\$3,109.69
Mister Snacks Inc	\$12,830.40
Moore Medical Corp	\$969.78
Morr, Janet	\$16.00
Nasco Fort Atkinson	\$2,965.12
National Barcode	\$80.55
National Vitamin Co Inc	\$1,595.04
Neopost	\$6,708.78
Newman & Ullman Inc	\$46,559.64
NYC Graphics Inc	\$2,432.70
Office Depot	\$11,305.93
Office Max	\$431.28
Office Products Center	\$1,393.59
Office Specialists Inc	\$547.63
Officemax Inc	\$48.40
Oliver's Kitchen	\$100.00
Pacific Link	\$1,688.96
Pepsi Cola	\$71,021.56
Pepsi Mid-America	\$41,228.45
PepsiAmericas Inc	\$4,564.21
Pepsi-Cola General Bottlers Inc	\$39,692.42
Pepsi-Cola Springfield Bottling Co	\$7,372.80
Pitney Bowes Bank Inc	\$32,792.62
Pontiac Pest Control	\$1,020.00
Prevention Laboratories LLC	\$1,020.60
Prime Products USA Inc	\$3,105.90
PS Printing LTD	\$924.75
Quality Vending & Distributing Inc	\$54.00
Quill Corp	\$7,941.47
R & B Distributors Inc	\$10,918.82
R & R Textile Mills Inc	\$1,295.00
Rapp Distribution & Associates	\$180,648.85
Ray O'Herron	\$417.68
Refreshment Services Pepsi	\$89,835.34

Regal Greeting & Gifts Co	\$432.00
Republic Tobacco	\$442.50
Reserve Acct #36055697	\$11.22
Rexx Battery of Decatur Inc	\$235.50
Rexx Battery Specialist	\$31.60
Rita's Ministry	\$100.00
Roberts Office/Midwest Office Supply	\$1,405.78
Royal Crown Bottling Corp	\$4,537.00
Royal Crown Cola (RC Cola)	\$58,953.00
Rozier Merc Company	\$42,740.00
Rozier's Country Market	\$25,934.38
S B Moore Enterprises Inc	\$2,305,977.99
Sally's Beauty Supply	\$16,283.55
Sam's Club	\$2,424.06
Schwan's	\$438.77
Securitas Inc	\$329.77
Security Cameras Direct	\$391.12
Seton Identification Products	\$332.48
Sirchie Finger Print Labs	\$121.53
Skechers USA	\$125.00
Spires Wholesale	\$14,599.39
St Leonard's House	\$100.00
State of Illinois	\$56.75
State of Illinois - School District - Copy Card	\$200.00
Stericycle Inc	\$960.74
Stewart Beverage Corp	\$52,470.00
Striglos Office Equipment	\$430.08
Swintec Corp	\$816.60
System ID	\$338.00
The Best Man LLC	\$800.00
Thresholds Rehabilitation Industries	\$132.00
Trinity Compaction	\$588.75
Triple A Services Inc	\$3,660.80
Tri-State Business Equipment	\$875.84
Troy - Division of Pierce Cos Inc	\$1,768.59
U S Postal Service	\$1,085,011.35
U-Line	\$11,312.76
Uniform Supply	\$549,861.86
Union Supply Co	\$793,605.96
Universal Nutrition	\$16,266.36
Video Store	\$500.00
Village Ace Hardware	\$1,498.00
Vistar Corporation	\$98,021.19
W H Voortman LTD	\$7,961.28
W W Grainger (Grainger)	\$243.94
Wal Mart Stores Inc	\$9,191.64
Walgreens	\$1,976.40
Walken Horst's	\$54,699.22

Whitey's Ice Cream	\$9,870.00
William F Brockman Co (Brockman Wholesale)	\$1,335,985.24
Wonder/Hostess	\$25,910.88
Grand Total	\$29,166,270.68

By Vendor - FY2010

A D Huesing Corporation	\$9,276.45
ABC Beverage Corp	\$1,040.00
AcCcess Catalog Company	\$35,831.29
Access Catalog Company	\$1,220,366.86
Accurate Office Supply	\$3,894.24
American Bale Wire	\$270.00
American Bottling Company	\$52,403.80
A-One Card Service	\$28,733.70
Arnold's Office Supply	\$112.50
Astro-Ven Distributors	\$133,891.21
ATD-American Co	\$8,190.00
Athlete's Needs Inc	\$4,725.28
Aurora Lift Truck Service Inc	\$69.71
Autco-Besco Dist Inc	\$849,017.39
Barbara Niesman	\$40.00
Batteries Plus	\$33.52
Best Buy	\$259.98
Big "E" Meat Snacks	\$33,340.82
Big Muddy River Employee Fund	\$2,000.00
Big R Store	\$399.50
Blazing Color Inc	\$5,368.00
Bob Barker Company Inc	\$90,000.81
Bradner Smith & Company	\$555.60
Burkland Distributors Inc	\$67,623.02
Burrows Business Systems	\$324.90
C & H Distributors LLC	\$571.10
C J Vitner Company	\$31,460.52
C Joseph Enterprise Inc (Haas)	\$68,234.20
Cable Venture Communications	\$17,772.00
Cadbury Schweppes Bottling Group	\$1,140.00
Card Smart Systems	\$196.53
Carl's of Quincy	\$12,151.00
CDW Government	\$4,270.61
Central Cigar-Candy Co	\$79,797.36
Central States Coca-Cola Bottling co	\$2,944.00
Centralia CC Employee Commissary Fund	\$2,265.00
Chesterman Co	\$16,188.70
Chicago Vendor Supply	\$48,621.02
CMRS-PBP ACCT #36242386	\$2,398.44
Coca-Cola Refreshments	\$69,267.30
Consolidated Inmate Benefit Fund	\$98,719.37
Consolidated Plastic Co., Inc.	\$287.40
Corporate Express	\$726.00
Cosmo Prof	\$398.73
Coty US LLC	\$2,741.76
Crawford Supply Company	\$1,970,211.14
Croessmann Wholesale	\$23,582.55

D & B West Distributing	\$11,208.76
D and B Distributing	\$22,609.02
Danka Financial Services	\$2,624.64
Danville Paper & Supply Inc	\$39.36
Darryl Turpin Consulting LLC	\$1,300.00
Davis Distributors, Inc.	\$129.20
Dearbon Wholesale	\$71,337.87
Design Specialities	\$350.00
Desota Mills Inc	\$677.70
Dick Blick	\$31,918.77
DOC	\$20.00
DOC - Central IBF	\$421,341.08
Dr Pepper Snapple Group	\$2,895.10
Dwight Post Office	\$47,550.00
EBS Scantracker	\$818.50
Federal Correctional Supply Service	\$43,027.15
Flaghouse	\$54.01
Food Express USA	\$1,624,835.85
Freedom Greeting Card Company	\$13,937.18
Friedrich Air Conditioning Co.	\$937.00
Frito-Lay Inc	\$525,883.17
G & M Distributors	\$19,614.30
Ganson Engineering Inc	\$684.00
Gemini Computer	\$218.84
Global Equipment Co.	\$514.15
Goldline USA Inc	\$1,776.65
Goodman's	\$111.11
Grainger (W W Grainger)	\$447.00
Heartland Office Supply	\$3,554.53
Hewlett-Packard company	\$8,852.00
Hicks Gas	\$136.00
Highland Beefalo Farms	\$97,197.30
Hoffrichter's West Side Lumber Co	\$125.98
IBC - Hostess Cake	\$58,636.03
ICI	\$130,839.50
ICI - Illinois River Bakery	\$2,295.00
ICI - Western	\$1,720.00
Idea Village Products Corp	\$936.00
IKON Office Solutions	\$50.34
Illinois Valley Business Equipment	\$1,343.00
Interstate Brands Corp	\$38,301.52
Jacqueline Delgado	\$10.00
Jay O'Day	\$236.96
Jenny Corporation	\$97,532.29
Jinny Beauty Supply	\$3,910.71
JNC Supplies Inc	\$1,738.00
Justice Packaging	\$1,925.00
K & L Distributors	\$31,178.04

Keefe Coffee and Supply Company	\$9,031,002.30
Kitchen Cooked Inc	\$81,667.30
Kohl Wholesale	\$246.20
Lagron Miller	\$236.69
Leggitt Lumber & Hardware Inc	\$99.04
Lincoln IGA	\$1,274.88
Loops Flexbrush LLC (Floss Loops LLC)	\$7,977.90
Marion Pepsi-Cola Bottling Co	\$19,562.18
Maxima Supply	\$3,699,111.12
McKee Baking Co	\$211,879.51
McKee Foods Corporation	\$1,019,096.55
McMaster-Carr Supply Co.	\$288.90
Midwest Office Supply	\$6,116.77
Mister Snacks Inc	\$10,924.80
Moore Medical Corp	\$1,286.92
Music By Mail	\$61,402.00
Nasco Fort Atkinson	\$2,490.73
National Industries of America	\$3,240.00
National Vitamin Co Inc	\$2,250.72
Neopost	\$11,948.56
Newman & Ullman Inc	\$41,358.74
Niemann Foods Inc	\$3,309.25
NYC Graphics Inc	\$3,304.80
Office Depot	\$10,338.84
Office Products Center	\$747.19
Office Specialists Inc	\$974.02
Office Works	\$556.84
Pacific Link	\$4,389.50
Paper Supplies Inc	\$770.20
Pepsi Cola	\$71,306.63
Pepsi Mid-America	\$46,169.26
PepsiAmericas Inc	\$4,138.65
Pepsi-Cola General Bottlers Inc	\$40,661.62
Pepsi-Cola Springfield Bottling Co	\$9,487.95
Pitney Bowes Bank Inc	\$17,348.99
PMI Computer Supplies	\$110.14
Pontiac Pest Control	\$935.00
Quality Vending & Distributing Inc	\$284.00
Quill Corp	\$6,391.13
R & B Distributors Inc	\$13,325.84
R & R Textile Mills Inc	\$2,472.40
Rapp Distribution & Associates	\$141,170.63
Ray O'Herron	\$129.50
Refreshment Services Pepsi	\$82,325.00
Regal Greeting & Gifts Co	\$6,366.32
Rexx Battery of Decatur Inc	\$35.70
Roberts Office/Midwest Office Supply	\$1,440.49
Royal Crown Bottling Corp	\$60,135.40

Rozier Merc Company	\$40,600.00
Rozier's Country Market	\$24,419.00
Rural King Supply	\$39.98
S B M	\$1,217.46
S B Moore Enterprises Inc	\$2,580,300.21
Sally's Beauty Supply	\$18,194.16
Schwan's	\$292.75
Schwan's c/o George Carey	\$79.91
Seton Identification Products	\$547.65
Shawnee CIBF	\$90,000.00
Shoe Corporation of Birmingham Inc	\$27,772.70
Sirchie Finger Print Labs	\$1,081.67
Spires Wholesale	\$13,731.34
Standey Ratliff	\$1,200.00
Staples Advantage	\$409.35
State of Illinois	\$19.04
State of Illinois - School District - Copy Card	\$100.00
Stericycle Inc	\$1,510.17
Stewart Beverage Corp	\$41,490.00
Striglos Office Equipment	\$7.46
Swintec Corp	\$201.98
System ID	\$2,026.20
Thresholds Rehabilitation Industries	\$132.00
Triple A Services Inc	\$4,403.21
Tri-State Business Equipment	\$1,147.62
U S Postal Service	\$1,159,315.83
U-Line	\$4,279.44
Uniform Supply	\$538,394.31
Union Supply Co	\$1,453,434.32
Universal Nutrition	\$18,460.64
UPS Freight	\$69.00
Valstar Printer Solutions	\$95.00
Video Store	\$300.00
Vistar Corporation	\$89,621.65
W H Voortman LTD	\$4,342.32
Wal Mart Stores Inc	\$19,328.41
Walgreens	\$779.28
Walken Horst's	\$105,995.22
Whitey's Ice Cream	\$7,731.00
William F Brockman Co (Brockman Wholesale)	\$1,016,205.26
Wonder/Hostess	\$22,911.68
Xpedx	\$1,219.90

Grand Total

\$30,364,586.14

By Facility and Fiscal Year

Big Muddy River Correctional Center

FY2009

Access Catalog Company	\$165,882.40
Bob Barker Company Inc	\$3,027.72
Crawford Supply Company	\$84,636.04
Dick Blick	\$2,835.92
Food Express USA	\$33,401.48
Freedom Greeting Card Company	\$815.41
Heartland Office Supply	\$1,370.74
Keefe Coffee and Supply Company	\$255,713.68
Maxima Supply	\$375,350.95
McKee Foods Corporation	\$41,270.56
Moore Medical Corp	\$579.95
Reserve Acct #36055697	\$11.22
U S Postal Service	\$43,552.50
Uniform Supply	\$1,207.80
Wal Mart Stores Inc	\$7.57
William F Brockman Co (Brockman Wholesale)	\$47,846.32
FY Total	\$1,057,510.26

FY2010

Access Catalog Company	\$145,438.60
Best Buy	\$259.98
Big Muddy River Employee Fund	\$2,000.00
Bob Barker Company Inc	\$2,716.44
Cable Venture Communications	\$17,772.00
Crawford Supply Company	\$99,131.88
Dick Blick	\$4,568.94
Food Express USA	\$68,599.21
Heartland Office Supply	\$891.73
Hewlett-Packard company	\$2,656.00
Keefe Coffee and Supply Company	\$422,965.74
Maxima Supply	\$196,964.02
McKee Foods Corporation	\$53,808.44
Moore Medical Corp	\$609.95
Music By Mail	\$7,285.00
National Industries of America	\$3,240.00
Office Depot	\$313.48
Sirchie Finger Print Labs	\$161.67
U S Postal Service	\$42,795.00
Wal Mart Stores Inc	\$10,548.24
William F Brockman Co (Brockman Wholesale)	\$28,047.41
FY Total	\$1,110,773.73
Facility Total	\$2,168,283.99

Centralia Correctional Center

FY2009

Access Catalog Company	\$79,642.39
Autco-Besco Dist Inc	\$55,500.27
Bob Barker Company Inc	\$3,914.10
Coca-Cola Refreshments	\$4,758.50
Crawford Supply Company	\$75,870.94
Food Express USA	\$16,586.22
Frito-Lay Inc	\$52,640.93
Hewlett-Packard company	\$2,581.00
ICI	\$5,800.80
Keefe Coffee and Supply Company	\$266,391.12
Marion Pepsi-Cola Bottling Co	\$5,014.56
McKee Foods Corporation	\$36,608.28
Mettam Safety Supply	\$170.54
Moore Medical Corp	\$389.83
Office Products Center	\$1,393.59
S B Moore Enterprises Inc	\$142,622.26
Seton Identification Products	\$332.48
U S Postal Service	\$41,249.13
Wal Mart Stores Inc	\$272.03
Walken Horst's	\$6,412.50
William F Brockman Co (Brockman Wholesale)	\$267,849.91
Wonder/Hostess	\$25,910.88
FY Total	\$1,091,912.26

FY2010

Access Catalog Company	\$70,827.76
Autco-Besco Dist Inc	\$55,336.28
Bob Barker Company Inc	\$3,816.38
Centralia CC Employee Commissary Fund	\$2,265.00
Coca-Cola Refreshments	\$6,222.80
Crawford Supply Company	\$75,250.98
Food Express USA	\$9,571.22
Frito-Lay Inc	\$61,720.22
ICI	\$2,244.00
Keefe Coffee and Supply Company	\$368,359.65
Marion Pepsi-Cola Bottling Co	\$5,980.74
McKee Foods Corporation	\$42,942.22
Moore Medical Corp	\$375.67
Office Products Center	\$747.19
S B Moore Enterprises Inc	\$135,246.70
Seton Identification Products	\$547.65
Sirchie Finger Print Labs	\$196.75
U S Postal Service	\$44,037.94
Wal Mart Stores Inc	\$363.54
Walken Horst's	\$875.00
William F Brockman Co (Brockman Wholesale)	\$190,194.13
Wonder/Hostess	\$22,911.68

FY Total \$1,100,033.50

Facility Total \$2,191,945.76

Danville Correctional Center

FY2009

Access Catalog Company	\$79,711.95
A-One Card Service	\$5,553.90
Arnold's Office Supply	\$632.00
Autco-Besco Dist Inc	\$1,140.00
Big R Store	\$212.29
Bob Barker Company Inc	\$3,191.40
Burkland Distributors Inc	\$19,442.46
Consolidated Inmate Benefit Fund	\$100,545.22
Crawford Supply Company	\$138,377.90
Danville Paper & Supply Inc	\$69.98
Dave Clark	\$5,848.00
Family Video	\$600.00
Food Express USA	\$267,044.32
Ganson Engineering Inc	\$1,473.00
ICI	\$11,727.00
Keefe Coffee and Supply Company	\$572,691.86
Loops Flexbrush LLC (Floss Loops LLC)	\$4,941.02
Maxima Supply	\$4,563.48
McKee Foods Corporation	\$69,029.12
Office Depot	\$660.43
Pepsi Cola	\$26,284.90
Prevention Laboratories LLC	\$1,020.60
Rapp Distribution & Associates	\$49,115.98
Ray O'Herron	\$161.85
State of Illinois	\$56.75
The Best Man LLC	\$800.00
Troy - Division of Pierce Cos Inc	\$1,768.59
U S Postal Service	\$50,120.63
Union Supply Co	\$25,476.90
Universal Nutrition	\$2,690.40
Wal Mart Stores Inc	\$1,981.42

FY Total \$1,446,933.35

FY2010

Access Catalog Company	\$59,277.37
A-One Card Service	\$3,026.70
Arnold's Office Supply	\$112.50
Big R Store	\$399.50
Bob Barker Company Inc	\$2,036.43
Burkland Distributors Inc	\$17,323.25
CDW Government	\$814.15
Consolidated Inmate Benefit Fund	\$98,719.37
Crawford Supply Company	\$116,990.54

Danville Paper & Supply Inc	\$39.36
EBS Scantracker	\$89.00
Food Express USA	\$248,747.48
Ganson Engineering Inc	\$684.00
ICI	\$5,042.00
Keefe Coffee and Supply Company	\$527,948.48
Loops Flexbrush LLC (Floss Loops LLC)	\$4,085.58
Maxima Supply	\$109,219.10
McKee Foods Corporation	\$74,715.36
Neopost	\$260.00
Office Depot	\$667.75
Pepsi Cola	\$29,103.52
Rapp Distribution & Associates	\$64,649.80
State of Illinois	\$19.04
U S Postal Service	\$77,482.40
Union Supply Co	\$22,454.39
Universal Nutrition	\$4,248.00
Wal Mart Stores Inc	\$1,485.83
FY Total	\$1,469,640.90

Facility Total	\$2,916,574.25
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Decatur Correctional Center

FY2009

Access Catalog Company	\$12,579.76
Autco-Besco Dist Inc	\$26,777.89
Cosmo Prof	\$428.34
Crawford Supply Company	\$47,484.41
Federal Correctional Supply Service	\$12,062.08
Food Express USA	\$6,349.96
Freedom Greeting Card Company	\$860.29
ICI	\$7,297.78
K & L Distributors	\$39,317.41
Keefe Coffee and Supply Company	\$165,868.22
Leanin' Tree	\$4,582.00
McKee Foods Corporation	\$31,822.60
Morr, Janet	\$16.00
Office Depot	\$1,359.68
Refreshment Services Pepsi	\$19,814.24
Rexx Battery of Decatur Inc	\$235.50
Skechers USA	\$125.00
Striglos Office Equipment	\$430.08
U S Postal Service	\$19,961.37
Uniform Supply	\$46,278.81
Walken Horst's	\$1,260.00
William F Brockman Co (Brockman Wholesale)	\$22,685.56
FY Total	\$467,596.98

FY2010

Access Catalog Company	\$13,487.68
Autco-Besco Dist Inc	\$14,515.74
Cosmo Prof	\$398.73
Crawford Supply Company	\$48,402.93
Federal Correctional Supply Service	\$12,396.48
Food Express USA	\$12,097.92
Freedom Greeting Card Company	\$912.00
Hewlett-Packard company	\$998.00
ICI	\$1,116.41
K & L Distributors	\$31,178.04
Keefe Coffee and Supply Company	\$167,281.85
McKee Foods Corporation	\$28,442.72
Music By Mail	\$1,062.50
Office Depot	\$530.97
Refreshment Services Pepsi	\$19,952.25
Rexx Battery of Decatur Inc	\$35.70
Striglos Office Equipment	\$7.46
U S Postal Service	\$18,069.00
U-Line	\$1,019.22
Uniform Supply	\$36,555.91
Union Supply Co	\$6,011.48
Walken Horst's	\$5,535.00
William F Brockman Co (Brockman Wholesale)	\$27,757.60
FY Total	\$447,765.59
Facility Total	\$915,362.57

Dixon Correctional Center

FY2009

Access Catalog Company	\$13,704.32
A-One Card Service	\$6,276.00
Astro-Ven Distributors	\$131,158.50
Autco-Besco Dist Inc	\$62,820.50
Barbara Niesman	\$80.00
Bob Barker Company Inc	\$3,397.40
Crawford Supply Company	\$123,318.21
Dick Blick	\$15,761.64
DOC - Central IBF	\$404,481.65
Food Express USA	\$144,645.04
Highland Beefalo Farms	\$37,389.60
ICI - Illinois River Bakery	\$560.00
ICI - Western	\$213.00
Jacqueline Delgado	\$40.00
Jenny Corporation	\$49,333.97
Keefe Coffee and Supply Company	\$612,605.89
Kolonski, Delores	\$10.00
Maxima Supply	\$245,678.43
National Vitamin Co Inc	\$1,595.04
Stewart Beverage Corp	\$52,470.00

U S Postal Service	\$43,577.71
Uniform Supply	\$74,495.85
Union Supply Co	\$1,403.41
Walken Horst's	\$1,617.50
FY Total	\$2,026,633.66

FY2010

Access Catalog Company	\$18,998.88
A-One Card Service	\$9,891.00
Astro-Ven Distributors	\$133,891.21
Autco-Besco Dist Inc	\$65,076.81
Barbara Niesman	\$40.00
Bob Barker Company Inc	\$3,611.28
Crawford Supply Company	\$123,913.76
Dick Blick	\$5,015.80
DOC	\$20.00
DOC - Central IBF	\$357,190.00
EBS Scantracker	\$729.50
Food Express USA	\$134,068.08
Highland Beefalo Farms	\$46,984.50
Jacqueline Delgado	\$10.00
Keefe Coffee and Supply Company	\$590,173.69
Maxima Supply	\$376,542.12
Music By Mail	\$5,595.00
National Vitamin Co Inc	\$2,250.72
S B M	\$1,217.46
Stewart Beverage Corp	\$41,490.00
U S Postal Service	\$42,795.00
Uniform Supply	\$75,851.20
Union Supply Co	\$1,815.55
UPS Freight	\$69.00
Walken Horst's	\$5,643.60
FY Total	\$2,042,884.16
Facility Total	\$4,069,517.82

Dwight Correctional Center

FY2009

Access Catalog Company	\$7,718.17
American Bottling Company	\$19,303.18
A-One Card Service	\$8,127.00
Autco-Besco Dist Inc	\$41,782.58
Bradner Smith & Company	\$1,765.20
Central Inmate Benefit Fund	\$59,531.16
Charm-Tex	\$251.20
Crawford Supply Company	\$77,896.80
D and B Distributing	\$16,636.64
Dearbon Wholesale	\$10,070.74
Dwight Post Office	\$51,495.75

Eby-Brown	\$35,325.01
Federal Correctional Supply Service	\$8,738.39
Food Express USA	\$52,477.44
Frito-Lay Inc	\$25,844.03
IBC - Hostess Cake	\$9,731.72
ICI	\$9,368.78
IKON Office Solutions	\$440.76
Jenny Corporation	\$57,375.76
Jinny Beauty Supply	\$13,659.62
Keefe Coffee and Supply Company	\$188,280.74
McKee Foods Corporation	\$30,707.21
Office Depot	\$988.88
Pepsi-Cola General Bottlers Inc	\$20,070.36
Pitney Bowes Bank Inc	\$53.12
Pontiac Pest Control	\$1,020.00
Securitas Inc	\$329.77
Thresholds Rehabilitation Industries	\$132.00
Triple A Services Inc	\$3,660.80
Uniform Supply	\$48,390.90
Union Supply Co	\$27,995.54
Walken Horst's	\$10,255.00
FY Total	\$839,424.25

FY2010

Access Catalog Company	\$6,242.89
American Bottling Company	\$22,996.55
A-One Card Service	\$6,291.00
Autco-Besco Dist Inc	\$36,335.97
Central Cigar-Candy Co	\$53,863.48
Coty US LLC	\$2,741.76
Crawford Supply Company	\$74,990.86
D and B Distributing	\$22,609.02
Dearbon Wholesale	\$53,988.55
Dwight Post Office	\$47,550.00
Federal Correctional Supply Service	\$5,738.57
Food Express USA	\$67,495.20
Frito-Lay Inc	\$36,678.51
Hoffrichter's West Side Lumber Co	\$125.98
IBC - Hostess Cake	\$9,646.89
ICI	\$7,781.26
Idea Village Products Corp	\$936.00
IKON Office Solutions	\$50.34
Jenny Corporation	\$76,515.67
Jinny Beauty Supply	\$3,910.71
JNC Supplies Inc	\$1,738.00
Keefe Coffee and Supply Company	\$182,691.24
McKee Foods Corporation	\$28,624.83
Office Depot	\$624.07
Pepsi-Cola General Bottlers Inc	\$27,871.74

Pontiac Pest Control	\$935.00
Regal Greeting & Gifts Co	\$1,063.04
Thresholds Rehabilitation Industries	\$132.00
Triple A Services Inc	\$4,403.21
Uniform Supply	\$41,751.77
Union Supply Co	\$37,310.88
Walken Horst's	\$10,811.04
Xpedx	\$1,219.90
FY Total	\$875,665.93
Facility Total	\$1,715,090.18

East Moline Correctional Center

FY2009

A D Huesing Corporation	\$7,917.60
Access Catalog Company	\$20,108.59
All States Distributors	\$69,266.14
Athlete's Needs Inc	\$1,762.80
Autco-Besco Dist Inc	\$591.24
Bob Barker Company Inc	\$1,377.65
Burrows Business Systems	\$349.95
Cadbury Schweppes Bottling Group	\$8,026.56
Crawford Supply Company	\$41,206.98
Employee Commissary Fund	\$1,279.50
Food Express USA	\$39,502.12
ICI	\$43.20
Keefe Coffee and Supply Company	\$366,673.24
Kitchen Cooked Inc	\$24,327.19
Maxima Supply	\$126,677.15
McKee Foods Corporation	\$16,500.00
U S Postal Service	\$24,153.75
Uniform Supply	\$14,287.60
Union Supply Co	\$51,865.36
Vistar Corporation	\$98,021.19
Whitey's Ice Cream	\$9,870.00
FY Total	\$923,807.81

FY2010

A D Huesing Corporation	\$9,276.45
Access Catalog Company	\$81,671.54
American Bottling Company	\$3,900.00
Athlete's Needs Inc	\$244.08
Autco-Besco Dist Inc	\$2,160.00
Burrows Business Systems	\$324.90
Cadbury Schweppes Bottling Group	\$1,140.00
Crawford Supply Company	\$33,578.14
Food Express USA	\$38,553.63
Keefe Coffee and Supply Company	\$338,219.66
Kitchen Cooked Inc	\$21,560.59

Maxima Supply	\$201,459.30
Music By Mail	\$165.00
Office Depot	\$16.52
Office Specialists Inc	\$5.40
U S Postal Service	\$24,963.75
Uniform Supply	\$2,182.50
Union Supply Co	\$4,763.79
Vistar Corporation	\$89,621.65
Whitey's Ice Cream	\$7,731.00
FY Total	\$861,537.90
Facility Total	\$1,785,345.71

Graham Correctional Center

FY2009

Access Catalog Company	\$54,541.30
A-One Card Service	\$4,428.00
Athlete's Needs Inc	\$1,303.20
Autco-Besco Dist Inc	\$1,633.58
Bob Barker Company Inc	\$1,809.00
Corporate Express	\$65.70
Food Express USA	\$80,687.36
Frito-Lay Inc	\$2,779.78
ICI	\$1,343.89
ICI - Illinois River Bakery	\$2,030.00
ICI - Western	\$1,200.00
Keefe Coffee and Supply Company	\$151,769.70
Maxima Supply	\$394,123.56
McKee Baking Co	\$55,527.47
Nasco Fort Atkinson	\$2,965.12
Quill Corp	\$557.04
Rapp Distribution & Associates	\$65,768.30
S B Moore Enterprises Inc	\$1,575.00
State of Illinois - School District - Copy Card	\$200.00
Swintec Corp	\$816.60
U S Postal Service	\$52,690.80
Union Supply Co	\$57,114.01
Video Store	\$500.00
Walken Horst's	\$100.00
William F Brockman Co (Brockman Wholesale)	\$104,078.47
FY Total	\$1,039,607.88

FY2010

Access Catalog Company	\$43,627.79
A-One Card Service	\$4,320.00
Athlete's Needs Inc	\$1,351.20
Autco-Besco Dist Inc	\$1,200.59
Bob Barker Company Inc	\$2,547.97
Dick Blick	\$268.05

Food Express USA	\$127,196.66
ICI	\$1,501.25
ICI - Illinois River Bakery	\$2,295.00
ICI - Western	\$1,720.00
Keefe Coffee and Supply Company	\$202,193.38
Maxima Supply	\$391,440.85
McKee Baking Co	\$54,091.79
Music By Mail	\$9,780.00
Nasco Fort Atkinson	\$2,490.73
Quill Corp	\$575.94
Rapp Distribution & Associates	\$76,520.83
S B Moore Enterprises Inc	\$7,559.40
State of Illinois - School District - Copy Card	\$100.00
Swintec Corp	\$201.98
U S Postal Service	\$57,060.00
Union Supply Co	\$57,906.81
Video Store	\$300.00
William F Brockman Co (Brockman Wholesale)	\$93,547.34
FY Total	\$1,139,797.56

Facility Total	\$2,179,405.44
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Hill Correctional Center

FY2009

ABC Beverage Corp	\$10,227.75
Access Catalog Company	\$134,612.56
Autco-Besco Dist Inc	\$11.76
Bob Barker Company Inc	\$1,953.72
Central States Coca-Cola Bottling co	\$5,825.43
Crawford Supply Company	\$146,260.12
Dick Blick	\$838.37
Food Express USA	\$49,310.72
Frito-Lay Inc	\$9,208.71
G & M Distributors	\$7,458.85
ICI	\$14,931.16
Interstate Brands Corp	\$21,113.81
Keefe Coffee and Supply Company	\$594,526.63
Kitchen Cooked Inc	\$13,600.33
McKee Foods Corporation	\$57,997.26
Newman & Ullman Inc	\$28,481.92
Office Specialists Inc	\$547.63
Ray O'Herron	\$211.16
Stericycle Inc	\$960.74
U S Postal Service	\$53,012.85
Uniform Supply	\$36,635.40
Union Supply Co	\$344.00
FY Total	\$1,188,070.88

FY2010

ABC Beverage Corp	\$1,040.00
Access Catalog Company	\$121,935.38
Bob Barker Company Inc	\$2,235.82
Central States Coca-Cola Bottling co	\$575.00
Crawford Supply Company	\$149,800.00
Dick Blick	\$905.29
Food Express USA	\$46,912.50
Frito-Lay Inc	\$10,636.92
G & M Distributors	\$19,614.30
ICI	\$18,784.92
Interstate Brands Corp	\$24,519.92
Keefe Coffee and Supply Company	\$710,095.54
Kitchen Cooked Inc	\$12,346.85
McKee Foods Corporation	\$47,319.27
Newman & Ullman Inc	\$27,340.17
Office Specialists Inc	\$968.62
Shoe Corporation of Birmingham Inc	\$12,748.70
Stericycle Inc	\$1,510.17
U S Postal Service	\$52,436.75
Uniform Supply	\$43,530.80
Union Supply Co	\$19,098.44
FY Total	\$1,324,355.36
Facility Total	\$2,512,426.24

Illinois River Correctional Center

FY2009

Access Catalog Company	\$28,837.16
Autco-Besco Dist Inc	\$88,471.18
Bob Barker Company Inc	\$2,162.55
Chesterman Co	\$14,272.90
Crawford Supply Company	\$92,839.89
Dick Blick	\$3,875.94
Food Express USA	\$11,199.72
Freedom Greeting Card Company	\$3,103.20
Goodman's	\$110.10
Hyvee	\$118.80
ICI	\$7,369.80
Keefe Coffee and Supply Company	\$474,006.23
Kitchen Cooked Inc	\$48,605.20
Maxima Supply	\$159,881.50
McKee Foods Corporation	\$72,935.91
Mister Snacks Inc	\$1,152.00
Office Depot	\$4,859.50
Pepsi Cola	\$11,538.30
U S Postal Service	\$54,696.40
Uniform Supply	\$61,709.50
Union Supply Co	\$57,802.78
Universal Nutrition	\$2,832.00

Wal Mart Stores Inc	\$1,121.10
Walgreens	\$1,976.40
William F Brockman Co (Brockman Wholesale)	\$153,198.36
FY Total	\$1,358,676.42

FY2010

Access Catalog Company	\$35,381.15
Autco-Besco Dist Inc	\$44,924.99
Bob Barker Company Inc	\$2,910.13
Chesterman Co	\$16,188.70
Crawford Supply Company	\$94,628.94
Davis Distributors, Inc.	\$129.20
Dick Blick	\$3,810.85
Food Express USA	\$16,858.80
Freedom Greeting Card Company	\$1,732.80
Goodman's	\$111.11
Grainger (W W Grainger)	\$336.76
ICI	\$2,991.00
Keefe Coffee and Supply Company	\$441,773.28
Kitchen Cooked Inc	\$47,759.86
Maxima Supply	\$211,989.00
McKee Foods Corporation	\$65,695.74
Mister Snacks Inc	\$1,036.80
Music By Mail	\$3,870.00
Office Depot	\$6,242.43
Pepsi Cola	\$8,026.71
Shoe Corporation of Birmingham Inc	\$15,024.00
U S Postal Service	\$57,893.75
Uniform Supply	\$67,352.05
Union Supply Co	\$104,308.76
Universal Nutrition	\$3,186.00
Wal Mart Stores Inc	\$1,076.00
Walgreens	\$779.28
William F Brockman Co (Brockman Wholesale)	\$127,855.87

FY Total **\$1,383,873.96**

Facility Total **\$2,742,550.38**

Jacksonville Correctional Center

FY2009

Access Catalog Company	\$60,319.95
Altama Delta Corp	\$676.95
Athlete's Needs Inc	\$379.20
Autco-Besco Dist Inc	\$42,832.89
Batteries Plus	\$191.88
Bob Barker Company Inc	\$9,692.74
Card Smart Systems	\$232.73
Coca-Cola Refreshments	\$276.60
Crawford Supply Company	\$97,672.24

CTG Inc of Illinois	\$86.00
Dick Blick	\$158.47
DOC - Central IBF	\$228,949.87
Dr Pepper Snapple Group	\$9,954.60
Food Express USA	\$21,038.30
Frito-Lay Inc	\$32,081.08
Govconnection Inc	\$1,583.71
Hewlett-Packard company	\$1,497.00
ICI	\$624.74
Keefe Coffee and Supply Company	\$661,240.60
Kohl Wholesale	\$808.50
Maxima Supply	\$30,433.66
McKee Foods Corporation	\$96,099.23
National Barcode	\$80.55
Pepsi-Cola Springfield Bottling Co	\$7,372.80
Refreshment Services Pepsi	\$4,104.40
Sirchie Finger Print Labs	\$121.53
U S Postal Service	\$35,815.88
Uniform Supply	\$27,158.75
Union Supply Co	\$34,567.91
Walken Horst's	\$2,997.50
William F Brockman Co (Brockman Wholesale)	\$30,621.92
FY Total	\$1,439,672.18

FY2010

AcCcess Catalog Company	\$35,831.29
Athlete's Needs Inc	\$253.44
Autco-Besco Dist Inc	\$23,201.75
Batteries Plus	\$33.52
Bob Barker Company Inc	\$7,687.82
Crawford Supply Company	\$107,026.94
DOC - Central IBF	\$64,151.08
Dr Pepper Snapple Group	\$2,895.10
Food Express USA	\$122,089.59
Frito-Lay Inc	\$13,403.07
Gemini Computer	\$218.84
Keefe Coffee and Supply Company	\$671,923.65
Kohl Wholesale	\$246.20
Maxima Supply	\$36,444.64
McKee Foods Corporation	\$87,498.68
Midwest Office Supply	\$2,534.90
Niemann Foods Inc	\$3,309.25
Pepsi-Cola Springfield Bottling Co	\$9,487.95
Refreshment Services Pepsi	\$4,879.50
Sirchie Finger Print Labs	\$78.51
U S Postal Service	\$43,983.75
Uniform Supply	\$15,355.50
Union Supply Co	\$114,259.39
Valstar Printer Solutions	\$95.00

Walken Horst's	\$4,178.38
William F Brockman Co (Brockman Wholesale)	\$27,387.95
FY Total	\$1,398,455.69
Facility Total	\$2,838,127.87

Lawrence Correctional Center

FY2009

Access Catalog Company	\$54,698.58
Autco-Besco Dist Inc	\$113,402.95
Bob Barker Company Inc	\$16,313.14
Central Cigar-Candy Co	\$16,006.38
Central States Coca-Cola Bottling co	\$9,591.00
Crawford Supply Company	\$103,498.65
Federal Correctional Supply Service	\$3,619.05
Food Express USA	\$150,543.68
Galls	\$191.16
Global Industrial	\$263.43
ICI	\$5,377.23
Keefe Coffee and Supply Company	\$410,429.61
McKee Foods Corporation	\$44,406.76
Midwest Office Supply	\$2,094.93
Pepsi Mid-America	\$11,903.97
Pitney Bowes Bank Inc	\$5,210.50
Prime Products USA Inc	\$3,105.90
Rapp Distribution & Associates	\$5,402.00
U S Postal Service	\$50,361.00
U-Line	\$9,544.26
Uniform Supply	\$45,620.10
Union Supply Co	\$18,596.84
FY Total	\$1,080,181.12

FY2010

Access Catalog Company	\$54,926.92
Autco-Besco Dist Inc	\$106,284.80
Bob Barker Company Inc	\$13,004.98
Central Cigar-Candy Co	\$13,806.66
Central States Coca-Cola Bottling co	\$2,369.00
Crawford Supply Company	\$119,271.75
Federal Correctional Supply Service	\$2,191.36
Food Express USA	\$171,931.97
Grainger (W W Grainger)	\$10.52
ICI	\$4,140.00
Keefe Coffee and Supply Company	\$521,993.66
Leggitt Lumber & Hardware Inc	\$99.04
McKee Foods Corporation	\$60,957.28
Midwest Office Supply	\$2,433.39
Music By Mail	\$4,300.00
Pepsi Mid-America	\$18,425.20

Pitney Bowes Bank Inc	\$9,208.08
U S Postal Service	\$57,080.00
U-Line	\$1,427.19
Uniform Supply	\$53,790.50
Union Supply Co	\$68,911.70
FY Total	\$1,286,564.00
Facility Total	\$2,366,745.12

Lincoln Correctional Center

FY2009

Access Catalog Company	\$20,074.46
Alexander Lumber Co	\$13.94
All States Distributors	\$2,592.94
Autco-Besco Dist Inc	\$62,562.01
Bradner Smith & Company	\$555.60
Burkland Distributors Inc	\$34,166.44
Card Smart Systems	\$127.37
Crawford Supply Company	\$38,187.76
Dick Blick	\$883.18
Federal Correctional Supply Service	\$17,982.51
Food Express USA	\$133,890.10
Freedom Greeting Card Company	\$6,129.60
Frito-Lay Inc	\$62,143.84
Glenn Brunk Stationers	\$104.16
Highland Beefalo Farms	\$51,262.20
ICI	\$5,681.16
Jenny Corporation	\$29,793.76
Keefe Coffee and Supply Company	\$113,099.14
Lincoln IGA	\$1,553.84
Loops Flexbrush LLC (Floss Loops LLC)	\$804.66
Maxima Supply	\$203,507.10
McKee Baking Co	\$52,621.60
Office Depot	\$525.14
Pepsi Mid-America	\$29,324.48
Pitney Bowes Bank Inc	\$34.04
Ray O'Herron	\$44.67
Sally's Beauty Supply	\$16,283.55
Security Cameras Direct	\$391.12
U S Postal Service	\$36,744.00
Uniform Supply	\$36,735.55
Union Supply Co	\$48,019.42
Universal Nutrition	\$993.60
W W Grainger (Grainger)	\$243.94
Wal Mart Stores Inc	\$3,174.72
Walken Horst's	\$5,072.50
William F Brockman Co (Brockman Wholesale)	\$56,237.02
FY Total	\$1,071,561.12

FY2010

Access Catalog Company	\$18,041.06
Autco-Besco Dist Inc	\$54,448.03
Bradner Smith & Company	\$555.60
Burkland Distributors Inc	\$30,794.77
Card Smart Systems	\$196.53
Crawford Supply Company	\$47,026.31
Dick Blick	\$1,458.13
Federal Correctional Supply Service	\$22,700.74
Food Express USA	\$115,205.92
Freedom Greeting Card Company	\$4,718.40
Frito-Lay Inc	\$71,522.89
Hicks Gas	\$136.00
Highland Beefalo Farms	\$50,212.80
ICI	\$4,116.08
Keefe Coffee and Supply Company	\$126,795.81
Lincoln IGA	\$1,274.88
Loops Flexbrush LLC (Floss Loops LLC)	\$823.68
Maxima Supply	\$244,112.54
McKee Baking Co	\$50,422.60
Office Depot	\$377.61
Pepsi Mid-America	\$27,744.06
Ray O'Herron	\$129.50
Sally's Beauty Supply	\$18,194.16
U S Postal Service	\$38,515.50
Uniform Supply	\$40,732.05
Union Supply Co	\$57,758.26
Universal Nutrition	\$687.00
Wal Mart Stores Inc	\$3,934.80
Walken Horst's	\$9,543.75
William F Brockman Co (Brockman Wholesale)	\$48,923.18

FY Total \$1,091,102.64

Facility Total \$2,162,663.76

Logan Correctional Center

FY2009

Access Catalog Company	\$13,764.16
Autco-Besco Dist Inc	\$53,591.72
Bob Barker Company Inc	\$3,352.41
Burkland Distributors Inc	\$21,392.93
Crawford Supply Company	\$64,268.52
Dick Blick	\$5,404.11
Digi-Key Corp	\$77.31
Food Express USA	\$27,887.76
Frito-Lay Inc	\$90,628.08
ICI	\$560.00
Keefe Coffee and Supply Company	\$158,515.36
Maxima Supply	\$795,051.41

McKee Foods Corporation	\$109,878.22
Pepsi Cola	\$33,198.36
Quill Corp	\$5,209.73
Rexx Battery Specialist	\$31.60
U S Postal Service	\$41,283.00
Uniform Supply	\$39,608.30
Union Supply Co	\$122,867.57
FY Total	\$1,586,570.55

FY2010

Access Catalog Company	\$9,015.68
Autco-Besco Dist Inc	\$2,592.00
Bob Barker Company Inc	\$1,978.13
Burkland Distributors Inc	\$17,610.70
Crawford Supply Company	\$60,560.34
Dick Blick	\$6,031.37
Food Express USA	\$32,841.04
Friedrich Air Conditioning Co.	\$937.00
Frito-Lay Inc	\$105,381.83
Keefe Coffee and Supply Company	\$166,077.37
Loops Flexbrush LLC (Floss Loops LLC)	\$1,037.12
Maxima Supply	\$731,186.54
McKee Foods Corporation	\$89,273.82
Pepsi Cola	\$34,176.40
Quill Corp	\$3,001.93
U S Postal Service	\$38,040.00
Uniform Supply	\$35,301.30
Union Supply Co	\$140,018.91
FY Total	\$1,475,061.48

Facility Total **\$3,061,632.03**

Menard Correctional Center

FY2009

American Hotel Register Co	\$1,199.80
ATD-American Co	\$16,380.00
Autco-Besco Dist Inc	\$129,438.12
Big "E" Meat Snacks	\$27,952.64
Blazing Color Inc	\$5,807.20
Bob Barker Company Inc	\$12,503.93
C Joseph Enterprise Inc (Haas)	\$41,257.56
Coca-Cola Refreshments	\$28,385.50
County Office Supply	\$1,999.80
Crawford Supply Company	\$403.74
Danka Financial Services	\$2,405.92
Heartland Office Supply	\$314.96
ICI	\$13,009.94
Keefe Coffee and Supply Company	\$172,519.89
Marion Pepsi-Cola Bottling Co	\$22,553.28

McKee Foods Corporation	\$60,124.46
Office Depot	\$529.54
Rapp Distribution & Associates	\$1,080.00
Rozier Merc Company	\$42,740.00
Rozier's Country Market	\$25,934.38
S B Moore Enterprises Inc	\$1,241,644.59
U S Postal Service	\$103,969.08
Uniform Supply	\$20,177.45
Union Supply Co	\$1,188.00
Walken Horst's	\$9,358.80
FY Total	\$1,982,878.58

FY2010

ATD-American Co	\$8,190.00
Autco-Besco Dist Inc	\$106,332.55
Big "E" Meat Snacks	\$33,340.82
Blazing Color Inc	\$5,368.00
Bob Barker Company Inc	\$17,174.63
C Joseph Enterprise Inc (Haas)	\$53,133.40
Coca-Cola Refreshments	\$42,898.00
Danka Financial Services	\$2,624.64
Grainger (W W Grainger)	\$99.72
ICI	\$13,467.83
Keefe Coffee and Supply Company	\$177,158.29
Marion Pepsi-Cola Bottling Co	\$2,826.24
McKee Foods Corporation	\$74,208.38
Music By Mail	\$5,160.00
Office Depot	\$87.04
R & R Textile Mills Inc	\$1,262.40
Rozier Merc Company	\$40,600.00
Rozier's Country Market	\$24,419.00
S B Moore Enterprises Inc	\$1,348,895.54
U S Postal Service	\$111,562.12
Uniform Supply	\$18,017.25
Union Supply Co	\$3,500.00
Walken Horst's	\$16,378.00
FY Total	\$2,106,703.85
Facility Total	\$4,089,582.43

Pinckneyville Correctional Center

FY2009

Access Catalog Company	\$106,250.27
Autco-Besco Dist Inc	\$94,890.54
Bob Barker Company Inc	\$1,184.04
C Joseph Enterprise Inc (Haas)	\$21,365.10
Coca-Cola Refreshments	\$15,625.00
Crawford Supply Company	\$144,399.25
Croessmann Wholesale	\$23,112.09

Hewlett-Packard company	\$2,495.00
ICI	\$140.00
Keefe Coffee and Supply Company	\$18,532.90
Maxima Supply	\$587,673.39
McKee Foods Corporation	\$32,816.00
S B Moore Enterprises Inc	\$7,007.00
U S Postal Service	\$51,603.75
FY Total	\$1,107,094.33

FY2010

Access Catalog Company	\$48,105.86
Autco-Besco Dist Inc	\$48,848.48
Bob Barker Company Inc	\$2,126.24
C & H Distributors LLC	\$571.10
C Joseph Enterprise Inc (Haas)	\$15,100.80
CDW Government	\$1,134.52
Coca-Cola Refreshments	\$20,146.50
Crawford Supply Company	\$128,301.09
Croessmann Wholesale	\$23,582.55
Food Express USA	\$323.36
Heartland Office Supply	\$2,662.80
Maxima Supply	\$688,915.20
McKee Foods Corporation	\$33,540.00
Office Depot	\$233.94
Regal Greeting & Gifts Co	\$940.80
S B Moore Enterprises Inc	\$4,716.00
U S Postal Service	\$53,493.75
Union Supply Co	\$138,536.64
FY Total	\$1,211,279.63

Facility Total \$2,318,373.96

Pontiac Correctional Center

FY2009

Access Catalog Company	\$30,801.72
American Bottling Company	\$17,848.50
Autco-Besco Dist Inc	\$6,576.83
Big R Store	\$59.97
Bob Barker Company Inc	\$10,842.19
Crawford Supply Company	\$31,308.81
D & B West Distributing	\$18,564.01
Food Express USA	\$61,266.78
Hewlett-Packard company	\$2,994.00
IBC - Hostess Cake	\$14,321.24
Keefe Coffee and Supply Company	\$91,960.09
Maxima Supply	\$128,034.24
McKee Foods Corporation	\$9,342.80
Newman & Ullman Inc	\$18,077.72
Pacific Link	\$1,688.96

PepsiAmericas Inc	\$4,564.21
Pitney Bowes Bank Inc	\$1,494.96
Quill Corp	\$2,174.70
U S Postal Service	\$38,797.50
U-Line	\$1,768.50
Uniform Supply	\$13,419.90
Union Supply Co	\$25,739.50
Walken Horst's	\$10,485.42

FY Total	\$542,132.55
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FY2010

Access Catalog Company	\$20,315.59
American Bottling Company	\$14,355.00
Autco-Besco Dist Inc	\$21,185.52
Bob Barker Company Inc	\$16,687.71
CDW Government	\$1,582.94
Crawford Supply Company	\$53,741.75
D & B West Distributing	\$11,208.76
Food Express USA	\$54,330.02
Hewlett-Packard company	\$690.00
IBC - Hostess Cake	\$21,844.29
ICI	\$1,970.49
Keefe Coffee and Supply Company	\$145,241.92
Maxima Supply	\$175,553.97
McKee Foods Corporation	\$3,912.38
Newman & Ullman Inc	\$14,018.57
Pacific Link	\$4,389.50
PepsiAmericas Inc	\$4,138.65
Pitney Bowes Bank Inc	\$3,140.91
Quill Corp	\$2,813.26
Regal Greeting & Gifts Co	\$2,325.60
U S Postal Service	\$53,493.75
U-Line	\$1,833.03
Uniform Supply	\$24,455.55
Union Supply Co	\$99,523.49
Walken Horst's	\$30,456.35

FY Total	\$783,209.00
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Facility Total	\$1,325,341.55
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Robinson Correctional Center

FY2009

Access Catalog Company	\$39,224.51
Autco-Besco Dist Inc	\$61,773.69
Bailey, Dr Julius	\$700.00
Bob Barker Company Inc	\$2,894.99
Central Cigar-Candy Co	\$12,704.77
Crawford Supply Company	\$66,150.80
Delbert B Boone - NND Productions Inc	\$4,000.00

Food Express USA	\$94,131.42
Frito-Lay Inc	\$14,378.97
ICI	\$13,017.69
Keefe Coffee and Supply Company	\$471,828.36
Marion Pepsi-Cola Bottling Co	\$11,992.90
McKee Baking Co	\$41,793.28
Office Depot	\$81.20
Oliver's Kitchen	\$100.00
Rita's Ministry	\$100.00
Royal Crown Bottling Corp	\$4,537.00
St Leonard's House	\$100.00
U S Postal Service	\$25,656.00
Uniform Supply	\$23,389.05
Union Supply Co	\$25,041.41
FY Total	\$913,596.04

FY2010

Access Catalog Company	\$6,837.73
Autco-Besco Dist Inc	\$23,189.38
Bob Barker Company Inc	\$1,833.45
Central Cigar-Candy Co	\$12,127.22
Crawford Supply Company	\$64,957.62
Darryl Turpin Consulting LLC	\$1,300.00
Dick Blick	\$581.85
Food Express USA	\$102,397.20
ICI	\$15,136.95
Keefe Coffee and Supply Company	\$503,599.98
Marion Pepsi-Cola Bottling Co	\$10,755.20
McKee Baking Co	\$45,436.16
Office Depot	\$396.61
Royal Crown Bottling Corp	\$3,214.00
Standey Ratliff	\$1,200.00
U S Postal Service	\$29,481.00
Uniform Supply	\$25,315.30
Union Supply Co	\$101,959.58
FY Total	\$949,719.23
Facility Total	\$1,863,315.27

Shawnee Correctional Center

FY2009

Access Catalog Company	\$190,897.63
Crawford Supply Company	\$148,190.58
Frito-Lay Inc	\$87,323.90
ICI	\$716.40
Keefe Coffee and Supply Company	\$625,066.68
McKee Foods Corporation	\$60,748.44
Neopost	\$6,708.78
Office Depot	\$10.41

Republic Tobacco	\$442.50
Royal Crown Cola (RC Cola)	\$29,583.00
Spires Wholesale	\$476.58
U S Postal Service	\$46,167.90
Universal Nutrition	\$6,531.48
FY Total	\$1,202,864.28

FY2010

Access Catalog Company	\$186,661.30
Crawford Supply Company	\$167,356.72
Design Specialities	\$350.00
Dick Blick	\$3,897.50
Frito-Lay Inc	\$92,718.68
Keefe Coffee and Supply Company	\$662,889.92
McKee Foods Corporation	\$74,498.20
Music By Mail	\$2,054.00
Neopost	\$11,688.56
Office Depot	\$145.60
Paper Supplies Inc	\$770.20
Royal Crown Bottling Corp	\$27,258.50
Shawnee CIBF	\$90,000.00
U S Postal Service	\$54,682.50
Universal Nutrition	\$7,689.20
FY Total	\$1,382,660.88

Facility Total **\$2,585,525.16**

Sheridan Correctional Center

FY2009

Access Catalog Company	\$13,021.29
American Bottling Company	\$13,837.50
A-One Card Service	\$3,942.00
Athlete's Needs Inc	\$2,628.00
Autco-Besco Dist Inc	\$44,493.45
Bob Barker Company Inc	\$644.94
Burkland Distributors Inc	\$943.79
Crawford Supply Company	\$51,454.24
Dick Blick	\$169.66
Food Express USA	\$99,804.96
Frito-Lay Inc	\$33,627.88
Global Equipment Company, Inc.	\$1,208.92
IBC - Hostess Cake	\$15,042.35
ICI	\$459.00
Jenny Corporation	\$16,146.75
Keefe Coffee and Supply Company	\$222,019.08
Lakeview Rubber Stamp Company	\$51.60
McKee Foods Corporation	\$51,220.40
Office Max	\$431.28
Officemax Inc	\$48.40

R & B Distributors Inc	\$10,918.82
Regal Greeting & Gifts Co	\$432.00
S B Moore Enterprises Inc	\$21,003.28
Trinity Compaction	\$588.75
U S Postal Service	\$20,797.07
Union Supply Co	\$58,707.50
Village Ace Hardware	\$1,498.00
FY Total	\$685,140.91

FY2010

Access Catalog Company	\$11,256.48
American Bale Wire	\$270.00
American Bottling Company	\$11,152.25
A-One Card Service	\$5,205.00
Athlete's Needs Inc	\$2,876.56
Aurora Lift Truck Service Inc	\$69.71
Autco-Besco Dist Inc	\$31,791.26
Bob Barker Company Inc	\$4,788.01
Crawford Supply Company	\$63,651.92
Dick Blick	\$616.44
Food Express USA	\$90,655.40
Frito-Lay Inc	\$42,096.34
Global Equipment Co.	\$514.15
IBC - Hostess Cake	\$27,144.85
Illinois Valley Business Equipment	\$1,343.00
Jenny Corporation	\$21,016.62
Keefe Coffee and Supply Company	\$265,231.60
Lagron Miller	\$236.69
Loops Flexbrush LLC (Floss Loops LLC)	\$411.84
McKee Foods Corporation	\$58,995.42
Office Works	\$556.84
R & B Distributors Inc	\$13,325.84
S B Moore Enterprises Inc	\$73,997.06
Sirchie Finger Print Labs	\$208.53
U S Postal Service	\$34,513.87
Union Supply Co	\$150,853.30
FY Total	\$912,778.98
Facility Total	\$1,597,919.89

**Southwestern Illinois Correctional
Center**

FY2009

Access Catalog Company	\$8,625.98
Autco-Besco Dist Inc	\$23,949.43
Bob Barker Company Inc	\$2,110.68
Crawford Supply Company	\$40,047.66
CTG Inc of Illinois	\$86.00
Food Express USA	\$22,902.75
Freedom Greeting Card Company	\$1,818.20

ICI	\$10,620.92
Interstate Brands Corp	\$13,192.34
Keefe Coffee and Supply Company	\$173,962.68
Maxima Supply	\$98,909.82
McKee Foods Corporation	\$18,593.44
Midwest Office Supply	\$863.76
U S Postal Service	\$25,775.45
Union Supply Co	\$25,634.66
Wal Mart Stores Inc	\$1,860.00
William F Brockman Co (Brockman Wholesale)	\$25,597.89
FY Total	\$494,551.66

FY2010

Access Catalog Company	\$13,563.46
Autco-Besco Dist Inc	\$36,236.93
Bob Barker Company Inc	\$1,627.07
Crawford Supply Company	\$40,108.22
Food Express USA	\$24,359.67
Freedom Greeting Card Company	\$1,835.48
ICI	\$11,666.51
Interstate Brands Corp	\$13,781.60
Keefe Coffee and Supply Company	\$175,803.38
Loops Flexbrush LLC (Floss Loops LLC)	\$209.52
Maxima Supply	\$97,683.66
McKee Foods Corporation	\$17,447.68
Midwest Office Supply	\$1,009.06
Moore Medical Corp	\$301.30
PMI Computer Supplies	\$110.14
U S Postal Service	\$21,520.00
Union Supply Co	\$40,743.25
Wal Mart Stores Inc	\$1,920.00
William F Brockman Co (Brockman Wholesale)	\$19,525.20
FY Total	\$519,452.13
Facility Total	\$1,014,003.79

Stateville Correctional Center

FY2009

Access Catalog Company	\$71,005.86
Accurate Office Supply	\$1,070.31
All States Distributors	\$1,158.00
Autco-Besco Dist Inc	\$11,107.32
C J Vitner Company	\$40,660.84
Chicago Vendor Supply	\$42,307.50
Craftmaster Hardware Co Inc	\$1,267.20
Crawford Supply Company	\$90,970.26
Dearbon Wholesale	\$6,882.37
Food Express USA	\$45,447.14
Fox River Foods	\$4,086.00

ICI	\$189.00
Keefe Coffee and Supply Company	\$284,242.84
Loops Flexbrush LLC (Floss Loops LLC)	\$790.45
Maxima Supply	\$191,024.92
McKee Foods Corporation	\$32,481.76
Mister Snacks Inc	\$11,678.40
NYC Graphics Inc	\$2,432.70
Pepsi-Cola General Bottlers Inc	\$19,622.06
R & R Textile Mills Inc	\$1,295.00
System ID	\$338.00
U S Postal Service	\$62,140.50
Uniform Supply	\$8,394.55
Union Supply Co	\$32,229.43
Universal Nutrition	\$3,218.88
Walken Horst's	\$3,675.00
FY Total	\$969,716.29

FY2010

Access Catalog Company	\$42,555.51
Accurate Office Supply	\$3,894.24
Autco-Besco Dist Inc	\$8,116.24
Bob Barker Company Inc	\$958.83
C J Vitner Company	\$31,460.52
Chicago Vendor Supply	\$48,621.02
Crawford Supply Company	\$92,758.26
Dearbon Wholesale	\$17,349.32
Dick Blick	\$4,764.55
Food Express USA	\$64,577.84
ICI	\$15,132.07
Keefe Coffee and Supply Company	\$270,686.52
Loops Flexbrush LLC (Floss Loops LLC)	\$1,410.16
Maxima Supply	\$218,219.52
McKee Foods Corporation	\$34,583.36
McMaster-Carr Supply Co.	\$288.90
Mister Snacks Inc	\$9,888.00
NYC Graphics Inc	\$3,304.80
Pepsi-Cola General Bottlers Inc	\$11,469.88
R & R Textile Mills Inc	\$1,210.00
System ID	\$2,026.20
U S Postal Service	\$46,123.50
Uniform Supply	\$16,250.30
Union Supply Co	\$90,034.14
Universal Nutrition	\$2,650.44
Walken Horst's	\$22,574.10
FY Total	\$1,060,908.22

Facility Total **\$2,030,624.51**

FY2009

Access Catalog Company	\$17,878.12
Autco-Besco Dist Inc	\$2,139.02
Bob Barker Company Inc	\$21.09
Crawford Supply Company	\$12,163.93
Flaghouse	\$31.85
ICI	\$3,270.47
Jay O'Day	\$106.80
Justice Packaging	\$313.24
Keefe Coffee and Supply Company	\$140,259.39
McKee Foods Corporation	\$5,775.60
Midwest Office Supply	\$151.00
Office Depot	\$510.91
Quality Vending & Distributing Inc	\$54.00
Royal Crown Cola (RC Cola)	\$5,322.50
Sam's Club	\$2,424.06
Schwan's	\$438.77
U S Postal Service	\$12,590.25
Wal Mart Stores Inc	\$209.60
William F Brockman Co (Brockman Wholesale)	\$4,885.69
FY Total	\$208,546.29

FY2010

Access Catalog Company	\$15,182.00
Autco-Besco Dist Inc	\$1,286.26
Bob Barker Company Inc	\$105.73
Consolidated Plastic Co., Inc.	\$287.40
Crawford Supply Company	\$12,587.30
Flaghouse	\$54.01
ICI	\$3,293.15
Jay O'Day	\$236.96
Justice Packaging	\$1,925.00
Keefe Coffee and Supply Company	\$153,718.73
McKee Foods Corporation	\$7,713.84
Midwest Office Supply	\$139.42
Music By Mail	\$1,330.50
Office Depot	\$686.06
Quality Vending & Distributing Inc	\$284.00
Royal Crown Bottling Corp	\$6,008.50
Schwan's	\$292.75
Schwan's c/o George Carey	\$79.91
U S Postal Service	\$13,076.25
William F Brockman Co (Brockman Wholesale)	\$4,827.95
FY Total	\$223,115.72
Facility Total	\$431,662.01

Taylorville Correctional Center

FY2009

Access Catalog Company	\$9,294.63
Autco-Besco Dist Inc	\$55,547.74
Battery Specialist & Golf Cards TBD	\$199.80
Bob Barker Company Inc	\$2,289.40
Crawford Supply Company	\$68,166.51
Deluxe Business Checks and Solutions	\$73.06
Duke's Office Supply	\$2,599.80
Food Express USA	\$2,537.28
Frito-Lay Inc	\$49,272.07
ICI	\$36,135.17
Keefe Coffee and Supply Company	\$417,499.62
McKee Baking Co	\$58,390.16
Office Depot	\$873.00
PS Printing LTD	\$924.75
Refreshment Services Pepsi	\$34,190.60
U S Postal Service	\$29,762.02
Uniform Supply	\$52,352.35
Union Supply Co	\$11,026.20
W H Voortman LTD	\$7,961.28
Wal Mart Stores Inc	\$69.96
William F Brockman Co (Brockman Wholesale)	\$96,821.63
FY Total	\$935,987.03

FY2010

Access Catalog Company	\$6,915.44
Autco-Besco Dist Inc	\$56,673.33
Bob Barker Company Inc	\$2,153.76
Crawford Supply Company	\$69,887.00
Food Express USA	\$220.32
Frito-Lay Inc	\$52,500.16
Hewlett-Packard company	\$4,508.00
ICI	\$9,457.05
Keefe Coffee and Supply Company	\$434,805.90
McKee Baking Co	\$61,928.96
Music By Mail	\$4,300.00
Refreshment Services Pepsi	\$29,175.50
U S Postal Service	\$33,285.00
Uniform Supply	\$41,952.33
Union Supply Co	\$17,332.57
W H Voortman LTD	\$4,342.32
William F Brockman Co (Brockman Wholesale)	\$129,111.41
FY Total	\$958,549.05
Facility Total	\$1,894,536.08

Vandalia Correctional Center

FY2009

Access Catalog Company	\$45,625.67
Bob Barker Company Inc	\$4,371.40

Crawford Supply Company	\$51,486.40
Food Express USA	\$66,681.87
Freedom Greeting Card Company	\$6,431.40
ICI	\$36,126.05
Keefe Coffee and Supply Company	\$350,224.73
Maxima Supply	\$265.20
McKee Foods Corporation	\$36,908.96
Office Depot	\$82.60
Roberts Office/Midwest Office Supply	\$1,405.78
U S Postal Service	\$44,795.25
Union Supply Co	\$36,639.84
William F Brockman Co (Brockman Wholesale)	\$526,162.47
FY Total	\$1,207,207.62

FY2010

Access Catalog Company	\$40,719.68
Crawford Supply Company	\$57,618.34
Food Express USA	\$27,298.22
Freedom Greeting Card Company	\$4,738.50
ICI	\$8,166.53
Keefe Coffee and Supply Company	\$364,858.62
Maxima Supply	\$716.82
McKee Foods Corporation	\$6,896.00
Pepsi-Cola General Bottlers Inc	\$1,320.00
Roberts Office/Midwest Office Supply	\$1,440.49
Rural King Supply	\$39.98
U S Postal Service	\$36,851.25
Union Supply Co	\$29,924.58
William F Brockman Co (Brockman Wholesale)	\$319,027.22
FY Total	\$899,616.23
Facility Total	\$2,106,823.85

Vienna Correctional Center

FY2009

Access Catalog Company	\$21,692.69
Autco-Besco Dist Inc	\$11,883.66
Crawford Supply Company	\$76,186.71
Food Express USA	\$19,813.84
Frito-Lay Inc	\$54,143.20
Gambrill, Mike	\$100.00
Goldline USA Inc	\$2,510.30
ICI	\$1,755.00
Keefe Coffee and Supply Company	\$437,742.35
Maxima Supply	\$51,113.10
McKee Foods Corporation	\$44,970.00
Pitney Bowes Bank Inc	\$26,000.00
Royal Crown Cola (RC Cola)	\$24,047.50
Spires Wholesale	\$14,122.81

Tri-State Business Equipment	\$875.84
U S Postal Service	\$25,816.68
Union Supply Co	\$131,345.68
Wal Mart Stores Inc	\$495.24
Walken Horst's	\$3,465.00
FY Total	\$948,079.60

FY2010

Access Catalog Company	\$10,818.43
Crawford Supply Company	\$68,669.55
Desota Mills Inc	\$677.70
Food Express USA	\$48,504.60
Frito-Lay Inc	\$39,224.55
Goldline USA Inc	\$1,776.65
Keefe Coffee and Supply Company	\$438,514.44
Maxima Supply	\$18,663.84
McKee Foods Corporation	\$37,468.85
Pitney Bowes Bank Inc	\$5,000.00
Regal Greeting & Gifts Co	\$2,036.88
Royal Crown Bottling Corp	\$23,654.40
Sirchie Finger Print Labs	\$144.42
Spires Wholesale	\$13,731.34
Tri-State Business Equipment	\$1,147.62
U S Postal Service	\$22,586.25
Union Supply Co	\$146,408.41
FY Total	\$879,027.93
Facility Total	\$1,827,107.53

Western Illinois Correctional Center

FY2009

Access Catalog Company	\$95,707.11
Autco-Besco Dist Inc	\$48,761.66
Bob Barker Company Inc	\$2,344.09
Burkland Distributors Inc	\$20,215.72
Carl's of Quincy	\$13,471.00
CMRS-PBP ACCT #36242386	\$2,113.73
Corporate Express	\$1,617.06
Crawford Supply Company	\$1,055.49
ICI	\$1,860.00
McKee Foods Corporation	\$129,290.87
Office Depot	\$824.64
Rapp Distribution & Associates	\$59,282.57
Refreshment Services Pepsi	\$31,726.10
S B Moore Enterprises Inc	\$892,125.86
U S Postal Service	\$49,920.88
FY Total	\$1,350,316.78

FY2010

Access Catalog Company	\$138,562.68
Autco-Besco Dist Inc	\$109,280.48
Burkland Distributors Inc	\$1,894.30
Carl's of Quincy	\$12,151.00
CDW Government	\$739.00
CMRS-PBP ACCT #36242386	\$2,398.44
Corporate Express	\$726.00
ICI	\$4,832.00
McKee Foods Corporation	\$90,554.08
Music By Mail	\$16,500.00
Office Depot	\$16.76
Refreshment Services Pepsi	\$28,317.75
S B Moore Enterprises Inc	\$1,009,885.51
Sirchie Finger Print Labs	\$291.79
Staples Advantage	\$409.35
U S Postal Service	\$53,493.75

FY Total	\$1,470,052.89
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Facility Total	\$2,820,369.67
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<i>Grand Total</i>	\$59,530,856.82
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