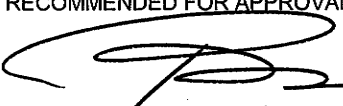
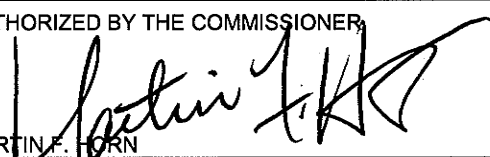




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 11/26/04		*TERMINATION DATE / /		COMMISSARY PROCEDURES	
CLASSIFICATION # 1501R-A	SUPERSEDES 1501R	DATED 03/28/97	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 ROBERT N. DAVOREN, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE



- A. To provide commissary service to the inmate population of the New York City Department of Correction.
- B. To establish policies, procedures and responsibilities for providing this service.

II. POLICY

- A. It is the policy of the New York City Department of Correction to operate commissaries within facilities in which inmates are housed.
- B. It is the policy of the New York City Department of Correction to provide commissary services to inmates pursuant to all applicable federal government, State of New York, City of New York mandates, laws, regulations, and rules and procedures outlined in this directive.



III. DEFINITIONS

- A. **Commissary** - The area or areas of the correctional facility in which:
 1. Approved merchandise is securely stored prior to sale to inmates;
 2. The sales transaction occur; and
 3. Commissary records are monitored and stored.
- B. **Commissary Committee** - A committee of NYC Department of Correction personnel established by this Directive for the purpose of approving for sale all new commissary items not currently sold in Department of Correction commissaries.

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III. DEFINITIONS (cont.)

- C. **Central Commissary Unit** - A unit in Financial Services reporting to the Assistant Commissioner for Contracts & Financial Services Division. This unit has the responsibility for and authority to procure approved merchandise, maintain adequate supplies, monitor inventory and authorize the transfer of goods for all of the Department commissaries.
- D. **Manager of Commissary** - The individual holding the title of Commissary Manager, or in the absence of an individual with the title of Commissary Manager, the individual (uniformed or civilian) assigned by the facility's Commanding Officer to manage the day-to-day commissary operations at a correctional facility pursuant to the policy and procedures of this Directive.
- E. **IFCOM** - The Inmate Financial Commissary Management system is the computerized operating system employed by the NYC Department of Correction to electronically perform the accounting functions for inmate accounts, commissary transactions, and commissary inventory.
- F. **IFCOM Entry** - All IFCOM entries, reports and actions are to be performed in accordance with the IFCOM User Manual.
- G. **Inmate Receipt** - An IFCOM issued printout or in some instances, a manually prepared listing of merchandise purchased. This receipt must contain the purchasing inmate's name and book and case number. The inmate receipt must define the item, quantity, unit cost, item total and the total cost of each item purchased.
- H. **Physical Inventory** - The physical counting, by non-commissary personnel, of each item of merchandise stored in the commissary, including any and all areas in which commissary merchandise is stored, the IFCOM entering of the actual count for each commissary item, the comparison of the physical inventory count with the IFCOM "on hand count" at the time the physical inventory count was accomplished, the reconciliation of any discrepancies, and approval for physical inventory count.
- I. **Bar Code** - The Uniform Product Code (UPC) found on most commissary items that is comprised of vertical bars with Arabic numbers below. Bar codes may be scanned by IFCOM to electronically inform IFCOM of the stock number. Physical inventory, merchandise receipts, and sales are to be accomplished by employing bar codes. Scanning of bar codes is the required method of entering item information into the IFCOM system.
- J. **Transfer** - Movement of product from one facility's commissary inventory to another facility's commissary inventory.

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III. DEFINITIONS (cont.)

- K. **Price List** An IFCOM printout of commissary merchandise and its corresponding selling price of commissary inventory available for sale on the day of the printout.
- L. **Fiscal Year** - The City of New York's year begins at the opening of business on July 1st and ends at close of business on June 30th.

IV. ADMINISTRATION

A. Commissary Committee

The Commissary Committee shall be responsible for approving for sale new commissary items that have previously not been sold in Department of Correction commissaries.

1. Committee Members

The Commissary Committee shall consist of the following members of the Department of Correction, or their designee:

Chief of Department;

Chief of Custody Management;

Chief of Facility Operations; and



Deputy Commissioner for Budget & Finance (Chair).

2. Committee Responsibilities

a. Commissary Items

The Commissary Committee shall establish a process by which it will review requests for additions and deletions of merchandise from the commissary product line. The Commissary Committee shall establish standards by which requests for a change of commissary merchandise will be fairly evaluated.

The Commissary Committee shall notify, in writing, the Assistant Commissioner for Contracts & Financial Services Division of any decision changing the items sold in the commissary. The Assistant Commissioner for Contracts & Financial Services Division, through the Central

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IV. ADMINISTRATION (cont.)

Commissary Unit, is responsible for procuring any new commissary item, and will report to the Commissary Committee Chair within thirty (30) days of approval of a new item with a timetable of when that new item will be available for sale.

NOTE: Should the Commissary Committee deem that an item be discontinued, sales of that item shall not discontinue until all existing inventory is depleted (unless the item in question is to be discontinued for health/safety reasons).

The Office of the Chief of Custody Management has the responsibility to review all new items for sale in the commissary and report to the Commissary Committee in writing if the proposed item meets or fails to meet acceptance for security reasons.



b. Inmate Spending Limit

The Commissary Committee shall have the responsibility for establishing the maximum spending limit per inmate, per week.

The Commissary Committee, through the Chair, will provide written notification, to the Assistant Commissioner for Contracts & Financial Services Division of any decision changing the spending limit per inmate. It shall be the responsibility of the Assistant Commissioner for Contracts & Financial Services Division to notify all commands and all other affected staff in writing of any change in the commissary spending limit and to make arrangements for all necessary programmatic changes to the IFCOM system.

c. Commissary Item Limits

The Commissary Committee shall have the responsibility for establishing the selling limit of any commissary item. The limits, if any, will be published by the Assistant Commissioner for Contracts & Financial Services Division upon direction of the Commissary Committee. In an emergency, only the Chief of Department may limit the quantity of an item sold to inmates. No institution is empowered to limit any commissary item.

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IV. ADMINISTRATION (cont.)

B. Facility's Commanding Officer

The facility's Commanding Officer under the authority of the Chief of Facility Operations is responsible for the Commissary operations within their facility as outlined in this Directive.

The facility's Commanding Officer, through the Deputy Warden for Administration, shall be responsible for inmate service; implementation of Commissary Committee policy within the facility; publication; maintenance of and adherence to all other applicable commissary related departmental policies and procedures, including, but not limited to, this Directive.

It shall be the responsibility of the facility Commanding Officer, through the Deputy Warden for Administration (or designee) to insure that all data is entered into the IFCOM system accurately and correctly. This data includes but is not limited to the entry of:



1. Receipt of Commissary merchandise;
2. Transfer of Commissary merchandise;
3. Condemnation of Commissary merchandise;
4. Sale of Commissary merchandise to inmates; and
5. Inventory Corrections.

C. Assistant Commissioner for Contracts & Financial Services Division

The Assistant Commissioner for Contracts & Financial Services Division shall be responsible for the implementation of procurement policy mandated by the Commissary Committee.

1. Procurement of Items

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit is responsible for the procurement of all commissary merchandise as approved or otherwise directed by the Commissary Committee. All commissary procurement shall be obtained pursuant to all applicable rules and regulations of the City Procurement Policy Board. All promotions, rebates and discounts on commissary merchandise that have no direct expenditures of funds will be used to offset direct commissary costs of the Department. Details of funds received as a result of promotions, rebates and discounts will be accounted for in a separate analysis maintained by Financial Services.

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IV. ADMINISTRATION (cont.)

2. Inventory Monitoring

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit has the exclusive responsibility for maintaining an adequate supply of inventory at each commissary through the procurement or transfer of commissary merchandise.

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit will monitor facility commissary merchandise inventory through the use of the IFCOM system, based on the information entered into the IFCOM system by facilities.

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit has the exclusive authority to order the transfer of commissary merchandise from one facility's commissary to another facility's commissary. It is the responsibility of the Commanding Officer of the receiving facility to obtain the commissary merchandise identified for transfer to that facility within twenty-four (24) hours from the sending facility.



3. Commissary Items

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit is responsible for ensuring that the sale price of items authorized by the Commissary Committee are priced in accordance with the authorized markup percentage established by Financial Services Division. Commissary prices are to be rounded off to the next highest cent.

The Assistant Commissioner for Contracts & Financial Services Division through the Central Commissary Unit is responsible for ensuring that all items of merchandise authorized by the Commissary Committee are available in adequate quantities in all commissaries. This will be accomplished by:

- a. Procurement of contracts and /or purchase orders;
- b. Proper scheduling of all deliveries for all commissaries; and
- c. Authorization of transfer of commissary merchandise from one commissary's inventory to another, as required.

NOTE: Institutions housing female inmates will be offered feminine products for inmates housed in those institutions.

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IV. ADMINISTRATION (cont.)

4. Commissary Revenues

The Assistant Commissioner for Contracts & Financial Services Division, through the Central Commissary Unit, is responsible for optimizing commissary sales and curtailing expenses by examining and monitoring commissary operations.



5. Quarterly Commissary Financial Report

The Assistant Commissioner for Contracts & Financial Services Division shall be responsible for issuing a quarterly commissary financial report to the Commissary committee. This report will be provided to the Commissary Committee within forty-five (45) calendar days from the last day of the fiscal quarter. The report will include in a cover letter, issues of note to Financial Services concerning commissary operations. In addition, the report will also contain a comparison of the current period compared to same period last fiscal year and the following information:

- a. Statement of revenue collected from inmate accounts;
- b. Statement of Gross Margin on Sales;
- c. Statement of all Commissary items, including the selling price and unit cost as stated on the IFCOM system;
- d. Statement of the value of inventory on hand at the end of the fiscal quarter as recorded on the IFCOM system;
- e. Statement of the number of operating hours during the fiscal quarter as recorded on the IFCOM system;
- f. Statement of the number of sales transactions to inmates during the fiscal quarter as recorded on the IFCOM system;
- g. Statement of the total dollar value of condemnations during the Fiscal quarter as recorded on the IFCOM system;
- h. Statement of the total dollar value of variances during the Fiscal quarter as recorded on the IFCOM system;
- i. Statement of all promotions, rebates and discounts received during the Fiscal quarter; and
- j. Statement of facility Weekly Report activity.

6. Physical Count Adjustment Report

The Assistant Commissioner for Contracts & Financial Services Division, through the Central Commissary Unit, shall be responsible for conducting a monthly analysis of the dollar values associated with the adjustments identified

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IV. ADMINISTRATION (cont.)

on the Physical Count Adjustment Form (Appendix 1) to identify any patterns or trends. Categories of adjustments associated with large dollar values will be the subject of follow-ups and investigations as appropriate.

D. Deputy Commissioner Information Technology

The Deputy Commissioner, Information Technology is responsible for maintaining all technologies affecting commissary operations, providing all technical supports for commissary operations, and providing IFCOM training to commissary personnel.

V. COMMISSARY OPERATIONS

A. Responsibility

The facility's Commanding Officer, through the Deputy Warden for Administration, is responsible for the daily operation of commissary services.

The Deputy Warden for Administration, through the Administrative Captain and/or Business Manager, is responsible for the daily supervision of these commissary services.

The Manager of Commissary is responsible for the daily operation of commissary, including transactions and the attendant IFCOM entries and adjustments.

B. Sanitation



The facility commissary must be kept clean and well organized.

The facility commissary is to be painted as often as necessary.

The facility commissary lighting shall be in good working order with lighting fixtures free of dirt.

The facility commissary shall be kept free of insect and rodent infestation.

The facility commissary refrigeration must be kept clean, inside and out, operational, and used for all merchandise requiring refrigeration.

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V. **COMMISSARY OPERATIONS (cont.)**

C. **Security**

The facility commissary must be secured at all times. Access to the facility commissary must be limited to commissary supervisory and dedicated commissary staff. Unauthorized staff are not permitted in the commissary, or in any storage area of the commissary at any time.

During non-commissary operating hours, all keys to the commissary and commissary storage areas are to be secured in the facility Control Room. Commissary keys are not to be issued on a permanent basis.

Each commissary must have an operable telephone, with a dedicated telephone number and direct dialing capability.

D. **Inmate Price List**

The facility must generate and post a price list from IFCOM each operating day prior to shopping the first inmate. The price list shall be posted in a highly visible area, accessible to inmates using the commissary.

E. **Receipt of Merchandise**



1. **General**

Delivered commissary merchandise will be received in accordance with established Departmental policy as stipulated in Departmental Directive # 2305, Inventory Control Policy and Procedure - Section 3 - Receiving.

Unless there is an emergency, all commissary merchandise, including pastries and products delivered by the United States Postal Service, or any private delivery service (except newspapers) will be delivered to the institution's commissary or storehouse.

There are certain commissary merchandise delivery standards that must be met:

- a. 75% product shelf life remaining at time of delivery;
- b. Crushed or water damaged cases must be refused;
- c. Any case leaking contents must be refused;

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V. COMMISSARY OPERATIONS (cont.)

- d. No product invoiced for a different facility will be accepted by another facility without the approval of the Central Commissary Unit; and
- e. Most importantly, the shipping count must match the delivery count.

When the shipping count is more than the delivery count, telephonically notify the Central Commissary Unit, only accept the quantity ordered, have the delivery agent and commissary staff member sign all delivery documents for the mutually agreed count accepted by the facility.



When the shipping count is less than the delivery count, no notification to the Central Commissary Unit is required. It is imperative, however, that all delivery paperwork have the signature of the delivery agent and commissary staff member relative to the actual quantity of merchandise delivered.

- f. All commissary personnel must adhere to published Department Directives, General Orders, Operations Orders, and any other Departmental communication regarding access to institutions of non-Departmental employees.
- g. Delivery agents must be given the opportunity to deliver merchandise in a timely matter. Any delay in accepting merchandise may affect the delivery of merchandise to another facility. Any day or time deliveries (black-out period) cannot be made to a commissary, except in emergency situations, must be communicated by the facility's Commanding Officer, through their Deputy Warden for Administration. The Deputy Warden for Administration must then notify the Assistant Commissioner for Contracts & Financial Services Division. Without such communication, deliveries will be scheduled for normal commissary hours, on any day the commissary is operational.
- h. Commissary merchandise received by an institution must be immediately transferred to commissary control and entered into IFCOM. The storage of any merchandise without IFCOM entry is strictly prohibited.

2. Receiving Area

a. Institutions Having A Dedicated Commissary Receiving Area

It is the responsibility of the facility's Commanding Officer to establish, institute and implement through the issuance of an Institutional Order all

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V. COMMISSARY OPERATIONS (cont.)

procedures necessary for the facility, to ensure that all commissary merchandise received by the facility is accurately counted prior to acceptance, forwarded to the commissary storage area, and immediately entered into the IFCOM system in accordance with the IFCOM Operation Manual.

Institutional Orders must account for the various forms of delivery such as United States Postal Service, United Parcel Service, tractor-trailers, interdepartmental, and various vendor delivery modes.

b. Institutions Not Having A Dedicated Commissary Receiving Area



It is the responsibility of the facility's Commanding Officer to establish and implement, through the issuance of appropriate Institutional Orders, all procedures necessary to ensure that all commissary merchandise delivered and received by the facility is accounted for and delivered to the facility commissary immediately.

3. Incorrect IFCOM Receiving Entry

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that all commissary merchandise received by the facility is being entered correctly into the IFCOM System. This information must be entered as per the Commissary User Manual by selling unit immediately upon being received.

The following steps are to be followed for all receiving inventory corrections:

- a. When any incorrect IFCOM receiving entries occur, the Manager of Commissary must notify the Administrative Captain or Business Manager and the Central Commissary Unit immediately upon discovery and verbally request an inventory adjustment.
- b. The Manager of Commissary will complete the Inventory Correction Form (Appendix 2). It must be detailed and forwarded to Financial Services.
- c. If the receipt is for less than the amount ordered, the Central Commissary Unit will contact the vendor and request the remainder of the delivery. The Central Commissary Unit will contact the Manager of Commissary and advise when the remainder of the order will be delivered.

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V. COMMISSARY OPERATIONS (cont.)



- d. If the vendor has not departed the premises and the delivery is for more than ordered, the Manager of Commissary should accept only the ordered amount. If the receipt is for more than the amount ordered and the vendor has departed the premises the Manager of Commissary must enter the original ordered amount into the IFCOM system per instructions outlined in the IFCOM Commissary User Manual. The Manager of Commissary will enter the balance of the delivery into the IFCOM System as a Physical Count Adjustment.
- e. The facility Business Manager is responsible for verifying the adjustment.
- f. The Facility Business Manager is responsible for sending the Commissary Verification Form (Appendix 3) to confirm the transaction and gain access to the appropriate IFCOM screen to the Central Commissary Unit.
- g. The Central Commissary Unit will accept only the mandated Verification form. The inventory correction will not be approved if an alternate method of notification is employed.
- h. The Manager of Commissary will maintain a hard copy of all Verification forms on file in the facility for a period of seven (7) years.

4. Submission of Receiving Paperwork

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that all receiving documents are submitted to Financial Services: attention: Payment Unit, within twenty-four (24) hours of the receipt of commissary merchandise.

Documents that must be submitted by facility commissaries are:

- a. The original of the delivery ticket, invoice, or packing slip must be stamped (Appendix 4) and signed by the receiver. The receiver must clearly print the stock number, the quantity of commissary merchandise received by selling unit, the quantity of merchandise received by delivery unit, date and time received, and clearly affix a legible signature with shield or identification number to the delivery document.

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V. COMMISSARY OPERATIONS (cont.)

NOTE: Once the receiver signs the delivery record maintained by the vendor or vendor's agent at the time of delivery, the New York City Department of Correction is liable. Therefore, due diligence must be taken when commissary merchandise is delivered.

- b. An attached copy of the printed inventory receipt report generated by IFCOM.
- c. All inventory receipt reports must be verified by the Deputy Warden for Administration or designee. All documents must be signed, dated and forwarded within twenty-four (24) hours after the merchandise was received to the Financial Services Payment Unit.

5. Maintenance of the Receiving Document Records

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that all receiving commissary merchandise receiving documents and inventory receipts reports are maintained in a retrievable and auditable fashion within the facility for a period of seven (7) years.



6. Processing of Vendor Payments

Financial Services will process commissary vendor payments in accordance with the Policy Procurement Board Rules and Comptrollers' Directives. In addition, Financial Services payment staff will compare the facility stated IFCOM entry quantity to the invoiced quantity and discrepancies will be referred to the Central Commissary Unit for appropriate action and notification of the Commanding Officer of the facility.

F. Commissary Sales

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that each inmate is given the opportunity to purchase commissary merchandise at least once per week. A transferred inmate not afforded the opportunity to purchase commissary merchandise at the transferring facility must have the opportunity to purchase commissary merchandise at the receiving facility within a week of the transfer.

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that only inmates are permitted to purchase commissary merchandise.

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V. COMMISSARY OPERATIONS (cont.)

1. IFCOM System

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that all commissary sales to inmates are processed through IFCOM.



It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that an inmate will not receive any selected commissary merchandise until an IFCOM receipt is printed and the inmate signs, on the institution's Commissary Sales Log (Appendix 5).

2. Manual Sales (IFCOM Inoperable)

It is the responsibility of the facility's Commanding Officer to establish, institute and implement through the issuance of an Institutional Order all procedures necessary to provide commissary services to inmates when IFCOM is inoperable.

Manual shopping by inmates is permitted only when the IFCOM system is unavailable. When the facility Commanding Officer determines that manual shopping by inmates is necessary, the facility Commanding Officer must notify the Assistant Commissioner for Contracts & Financial Services Division. Once the Assistant Commissioner for Contracts & Financial Services Division is notified that manual sales will proceed, the following measures must be adhered to:

- a. A physical inventory (manual sales opening inventory) of all commissary merchandise must be undertaken prior to the first manual sale transaction.
- b. Manual commissary sales are only to be made to inmates who have sufficient funds in their Inmate Account, but cannot exceed the current weekly spending limit on commissary sales set by the Commissary Committee.
- c. The Manual Sales Form (Appendix 6) **MUST** be completed, totaled and signed by an inmate prior to the issuance of merchandise.
- d. A physical inventory of all commissary merchandise must be taken after the last manual sales transaction, but prior to the first IFCOM transaction.

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V. COMMISSARY OPERATIONS (cont.)

e. A complete reconciliation of the manual sales process must be performed prior to shopping the first inmate using the IFCOM system.

f. Reconciliation of Manual Sales Process

NOTE: All inventory corrections must be completed as outlined in V., E., 4 prior to the entry of the closing physical inventory.

i. Take another physical inventory after the manual sale is done (manual sales closing inventory).

ii. Add up all sales slips for quantity sold to inmates (manual sales quantity sold), deduct the actual quantity sold from the first physical count (manual sales opening inventory) of each item.

iii. Reconcile the second physical inventory (manual sales closing inventory) count to quantity on hand of each item sold to inmates.

Manual Sales Opening Inventory less Manual Sales Quantity Sold must equal Manual Sales Closing Inventory

iv. Investigate any discrepancies that occur and report to the appropriate party, refer to section V., I., 1., g.



v. If no discrepancies, enter the second physical inventory (manual sales closing inventory) count into IFCOM.

vi. The second physical (manual sales closing inventory) count must be approved prior to any IFCOM commissary sale.

vii. The Assistant Commissioner for Contracts & Financial Services Division must be notified before shopping the first inmate using the IFCOM system.

g. The original Manual Sales Form signed by the inmate must be forwarded to the facility's Cashier Office in order to update the Inmate's account balance, entry must begin immediately upon receipt and continue until complete. The facility must maintain all Manual Sale Forms and Commissary Sales Logs for a period of seven (7) years.

h. IFCOM sales will proceed normally when the reconciliation process is concluded.

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V. COMMISSARY OPERATIONS (cont.)

G. Selling Merchandise

The facility's Commanding Officer, through the Deputy Warden for Administration, will be responsible for the following conditions relative to the sale of commissary merchandise to inmates:

1. Manager of Commissary

It is the responsibility of the Manager of Commissary to limit damage, loss, theft and ensure freshness of commissary merchandise. The Manager of Commissary must pay particular attention to the proper rotation of commissary stock using the First In First Out (FIFO) method of inventory.

2. Inmate Price List

The facility must generate and post a price list from IFCOM each operating day prior to shopping the first inmate. The price list shall be posted in a highly visible area, in plain sight of the inmates using the commissary.

3. Item Display



At least one (1) sample or facsimile of each commissary item available for sale must be on display for inmate viewing.

4. Inmate Limits

There will be neither a dollar nor item limit placed upon any commissary purchases by an inmate unless authorized by the Commissary Committee or, in emergency circumstances, by the Chief of Department, or, if IFCOM is inoperable, by this directive.

5. Identification

When doubt exists as to the identity of the inmate about to purchase commissary merchandise the Administrative Captain and/or Business Manager, will be notified for assistance. No sale to the inmate will occur until the proper identity of the inmate is established.

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V. COMMISSARY OPERATIONS (cont.)

6. Inmate Receipt of Merchandise

Inmates may not physically take receipt of commissary merchandise until the IFCOM receipt is printed and presented to the purchasing inmate and the inmate has signed the Commissary Sales Log.

The Commissary Sales Log must be maintained in chronological order by the correctional facility for a period of seven (7) years.

7. Inventory Rotation



All commissary, merchandise must be maintained using the First In First Out (FIFO) principle. Necessary rotation for commissary items is always required. To help ensure proper rotation of commissary merchandise, each case of delivered merchandise must be conspicuously marked with the date of receipt by the facility's commissary.

All commissary merchandise must be stored properly.

- a. All commissary merchandise should be stored in accordance with manufactures' requirements, as specified on the packaging.
- b. When at all possible, all commissary merchandise should be stored in areas that are climate controlled (air conditioned in the summer and heated in the winter).
- c. All commissary merchandise not requiring refrigeration must be stored on shelves, skids, pallets or specifically constructed grating with a minimum of four (4) inches of clearance from the floor.
- d. All commissary merchandise requiring refrigeration must be stored in a refrigerator on shelves or on skids, pallets or specifically constructed grating with a minimum of four (4) inches of clearance from the floor of the refrigerator.

8. Audio Equipment

Prior to the sale of audio equipment to an inmate the following must occur at the point of sale:

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V. COMMISSARY OPERATIONS (cont.)

- a. **Radio** - Each radio must be approved by the purchasing inmate. In addition, each radio sold must be engraved with the inmate's book and case number.
- b. **Battery** - Each battery must be tested to ensure sufficient operating strength.

NOTE: Headsets containing metal parts are prohibited. Any delivery of headsets containing metal parts by a vendor shall be refused and the Central Commissary Unit immediately notified. The Central Commissary Unit will contact the vendor to begin corrective action.

9. Commissary Sales



- a. All commissary sales to inmates are final.
- b. There will not be any provisions to return merchandise to commissary for either credit or exchange, except for commissary merchandise sold using bagging operation procedures.
- c. Bagging Operation

When the Commanding Officer of the facility determines that it is inappropriate for a particular inmate or a category of inmates to attend the commissary to purchase merchandise, the Commanding Officer may permit "bagging" commissary merchandise for those inmates. "Bagging consists of allowing the inmate or inmates to order merchandise from their housing area, having it collected and bagged at the commissary, and providing it to them in their housing area."

The following measures are to be taken when bagging commissary merchandise:

i. Inventory/Account Debit

Inmate selected merchandise is debited from inventory and payment made from the inmate's account prior to any merchandise leaving the physical confines of the commissary.

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V. COMMISSARY OPERATIONS (cont.)

ii. Bagging Operation Sales Form

A dedicated sales form must be used for a bagging operation. Each form must be geared toward the facility's distinct needs. Appendix 8 is a sample of the Commissary Bagging Operation Sales Form to be used for the bagging operation.

iii. Inmate Signature

The inmate signature of receipt of commissary merchandise is to be made a part of the record for the day's sales and maintained by the institution in auditable chronological order for a period of seven (7) years.

iv. Commissary Merchandise Return

Bagged commissary merchandise is returnable only when the commissary merchandise is undeliverable to the purchasing inmate because the inmate is no longer housed in the selling facility or in the custody of the Department.

Merchandise is returned to commissary inventory and debited funds are returned to the inmate pursuant to procedures detailed in the IFCOM Operation Manual.



v. Coupons

Coupons are not acceptable or redeemable as credit toward any purchase of commissary merchandise.

Coupons are not acceptable or good for credit to an inmate's account.

d. Institutional Order

Any promulgated Institutional Order shall not conflict with this Directive nor contain any amended procedures that may be in conflict with this directive.

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V. COMMISSARY OPERATIONS (cont.)

H. Condemnations

On occasion it will be necessary to condemn commissary merchandise due to its physical condition, shelf life expiration, compromised packaging integrity, insect or rodent damage, or extreme environmental conditions such as heat, cold, moisture, or humidity.

It is the responsibility of the facility's Commanding Officer, through the Deputy Warden for Administration, to ensure that all necessary condemnations occur immediately upon discovery.

1. The following steps are to be followed for condemnation inventory corrections:
 - a. The Condemnation Form (Appendix 10) will be used to condemn merchandise. The Deputy Warden for Administration, Administrative Captain, or Business Manager will examine the condemned merchandise and will consult with the Central Commissary Unit, Financial Services prior to authorizing a condemnation. A copy of the Condemnation Form will be telecopied to the Central Commissary Unit in order to begin the condemnation process.
 - b. The Central Commissary Unit will provide access to the appropriate IFCOM condemnation screens.
 - c. The Manager of Commissary is responsible for entering the condemnation.
 - d. After the condemnation entry is made, the Manager of Commissary will notify the Business Manager to verify the transaction with an IFCOM generated reference number.
 - e. The Business Manager is responsible for verifying the condemnation.
 - f. The Business Manager is responsible for contacting the Central Commissary Unit for access to the Verification Screen and for sending the Verification form (Appendix 3) to confirm the transaction with the Central Commissary Unit.
 - g. The Central Commissary Unit will only recognize the appropriate Verification form. The condemnation will not be approved if an alternate method of notification is employed.

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V. COMMISSARY OPERATIONS (cont.)

It is the responsibility of the Central Commissary Unit to inform the Deputy Warden for Administration, Administrative Captain, or Business Manager of the manner in which the condemned merchandise is to be disposed. Facilities are required to return condemned and expired items, to the extent possible, to vendors for credit or exchange. Perishable items should be discarded immediately.

The facility will maintain the original condemnation form along with commissary sales, inventory and merchandise receipt records. All documents will be filed chronologically and maintained in a retrievable and auditable fashion for a period of seven (7) years at the institution.

I. Physical Inventory



The facility's Commanding Officer, through the Deputy Warden for Administration, must conduct a physical inventory on a monthly basis on the last business day of each month. The only exception to this is the June 30th inventory, which must be conducted on June 30th.

The physical inventory must be conducted prior to the manual sales when IFCOM is inoperable, and at the end of manual commissary sales.

All commissaries must provide prior notification (within one [1] day) to the Central Commissary Unit that the Physical Inventory will be conducted. This is necessary to enable the Central Commissary Unit time to provide facility access to all appropriate inventory screens.

1. Processing Physical Inventory

- a. The physical inventory must be conducted after the last inmate is serviced.
- b. All inventory corrections must be completed as outlined in section V., E., 4 prior to the beginning of the physical inventory process.
- c. An IFCOM Commissary Stock Status report and IFCOM Physical Count work sheet must be printed after the last inmate has been serviced, but prior to the start of the physical inventory.

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V. COMMISSARY OPERATIONS (cont.)

- d. The physical inventory will commence using the IFCOM Physical Inventory Work Sheet. Every commissary item must be counted by bar code number and those items without a bar code number must be counted by assigned IFCOM code number.
- e. The results of the physical inventory must be entered into the IFCOM System.
- f. An IFCOM Physical count Report must be printed.
- g. Each retail (unit price) inventory dollar variance (positive or negative) per stock number must be fully investigated and documented by the facility. Variances in similar types of items (Ex: plain potato chips, barbeque potato chips, Bravos) although having separate stock numbers should be investigated together and documented as one variance (positive or negative). The findings of the investigation must be in writing. Each variance must be reported in detail as follows within one (1) hour of discovery:

Retail Unit Price Inventory
Dollar Variance:

\$0.01 to \$99.99

\$100.00 to \$599.99

\$600.00 or greater



Notification Required To:

Facility's Commanding Officer

Facility's Commanding Officer and
Assistant Commissioner for
Contracts & Financial Services
Division.

Facility's Commanding Officer,
Assistant Commissioner for
Contracts & Financial Services
Division, Office of the Inspector
General & Central Operations Desk
(C.O.D.) as an Unusual Incident.

- h. The IFCOM Physical Count must be approved by the facility's Commanding Officer or the facility's Commanding Officer's designee. The facility's Commanding Officer's designee will not be of a lower title/rank than the Facility Business Manager (civilian) or Captain (uniformed).

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V. COMMISSARY OPERATIONS (cont.)

- i. An IFCOM Stock Status Report must be printed after the physical inventory is approved and before the initial commissary sale of the new business day.
- j. A copy of all monthly physical inventory documents (the pre-physical inventory Stock Status Report, the Physical Count Report, and the post physical inventory Stock Status Report) must be signed by the facility's Commanding Officer and received within three (3) business days by the Assistant Commissioner for Contracts & Financial Services Division.
- k. The original copy of all physical inventory paper work must be maintained by the facility in date order for a period of seven (7) years.

2. Year-ended Physical Inventory

A year-end inventory must be completed after the last purchase on the last commissary sales day of the fiscal year. This physical inventory must be completed prior to any inmate-using commissary on the first sales date of the new fiscal year.

The year ending inventory must be conducted in accordance with all procedures for processing Physical Inventory.



A copy of all year ending inventory documents (the pre-physical inventory Stock Status Report, the Physical Count Report, and the post physical inventory Stock Status Report) must be signed by the facility's Commanding Officer and received within three (3) business days by the Assistant Commissioner for Contracts & Financial Services Division.

The fiscal year ending physical inventory is critically important as it is:

- a. Used to establish the gross margin of sales revenue for the Department.
- b. The only method by which the Department can officially state the inventory for the beginning of a fiscal year.

J. Transfers

It will be necessary on occasion to transfer IFCOM received merchandise from one institution's commissary to another, due to delivery difficulties or inmate population changes.

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V. COMMISSARY OPERATIONS (cont.)

All transfers will be initiated from the Central Commissary Unit, Financial Services Division. The Central Commissary Unit will identify merchandise to be transferred and simultaneously notify the facility's Commanding Officer of the sending facility and the facility's Commanding Officer of the receiving facility of the pending physical transfer. It is the responsibility of the facility's Commanding Officer of the receiving facility to obtain the identified commissary merchandise within twenty-four (24) hours from the sending facility. If a transfer cannot be obtained within twenty-four (24) hours the Central Commissary Unit must be notified.



All transferred merchandise must be transported in a vehicle owned or leased by the City of New York. Department employees assigned under the Central Commissary Unit, Financial Services are strictly prohibited from participating in the transportation of transferred commissary merchandise.

Due diligence in the counting and receipt of transferred merchandise is critical.

A Transfer Form (Appendix 11) must be used when merchandise is transferred in order to create the transfer entry.

1. The following Steps are to be followed for transfer transactions:

- a. The Manager of Commissary for the "transfer out" facility must notify and fax the commissary Transfer Form to the Central Commissary Unit immediately after the merchandise was picked up by the "transfer in" facility.
- b. The Central Commissary Unit will initiate the transfer transaction on the IFCOM system by following the steps outlined in the IFCOM Commissary User Manual.
- c. The Central Commissary Unit will indicate the system generated reference number on the commissary Transfer Form (Appendix 11).
- d. After the transfer entry is made, the Central Commissary Unit will notify the Manager of Commissary to verify the transaction with an IFCOM generated reference number.
- e. The Manager of Commissary is responsible for verifying the transfer.

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V. COMMISSARY OPERATIONS (cont.)

- f. The Manager of Commissary is responsible for sending the Verification Form (Appendix 3) to confirm the transaction with the Central Commissary Unit.
- g. The Central Commissary Unit will only recognize the appropriate Verification Form.
- h. The inventory adjustment will not be approved if an alternate method of notification is employed.
- i. The facility Business Manager is responsible for approving the transfer.
- j. The facility will maintain the original transfer form along with commissary sales, inventory and merchandise receipt records. All documents will be filed chronologically and maintained in a retrievable and auditable fashion for a period of seven (7) years at the institution.

K. Weekly Report

Facility Commanding Officers will be required to forward to the Central Commissary Unit a Weekly Report (Appendix 12) of commissary activity detailing favorable, adverse or unusual conditions that impacted commissary operations of the previous week.



VI. IFCOM COMMISSARY SYSTEM USE

A. Training

The facility's Commanding Officer, through the Deputy Warden for Administration, must ensure that all staff authorized to operate IFCOM have received the appropriate training. Further, each commissary selling period must have an adequate number of properly trained IFCOM commissary personnel present to conduct business.

It is the responsibility of the Assistant Commissioner for Financial Services Division to provide necessary IFCOM training of commissary staff as requested by a facility's Commanding Officer. Training will be conducted at a mutually agreed upon time and place by both the facility's Commanding Officer and the Assistant Commissioner for Contracts & Financial Services Division.

The Deputy Commissioner for Information Technology or designee must distribute all IFCOM System Operation User Manuals as they are provided by the vendor or

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VI. IFCOM COMMISSARY SYSTEM USE (cont.)

Department of Correction Information Technology Staff that executes changes to the IFCOM System.

B. Access Codes and Passwords

The facility's Commanding Officer, through the Deputy Warden for Administration, must request in writing from the Deputy Commissioner for Information Technology:

1. The issuance of IFCOM access codes and passwords for commissary personnel; and
2. The termination of IFCOM access codes and passwords when a holder no longer is assigned to commissary.

C. IFCOM User Manuals

The facility's Commanding Officer, through the Deputy Warden for Administration, must have available at the command level a sufficient number of the IFCOM User Manuals.



The Assistant Commissioner for Contracts & Financial Services Division must maintain the master copy of the IFCOM User Manual and make it available for copying upon written request from a facility's Commanding Officer.

The Assistant Commissioner for Contracts & Financial Services Division must issue, as necessary, revised IFCOM User Manuals when changes are made to the IFCOM User Manual.

THE USE OF AN ACCESS CODE AND PASSWORD NOT ASSIGNED TO THE USER IS STRICTLY PROHIBITED.

D. IFCOM System Records

It is the responsibility of the Assistant Commissioner for Contracts & Financial Services Division in conjunction with the Deputy Commissioner for Information Technology to make available all information stored on the IFCOM system.

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VI. IFCOM COMMISSARY SYSTEM USE (cont.)

Listed below are reports currently available concerning commissary operations. These reports should be accessed in accordance with the Commissary User Manual.



1. Commissary Financial Report;
2. Commissary Inmate Report;
3. Commissary Inventory Report;
4. Commissary Price Report;
5. Commissary Sales Journal;
6. Condemned Inventory Report;
7. Inventory Receipts Report;
8. Transferred Inventory Report;
9. Physical Count Report;
10. Physical Inventory Worksheet;
11. Stock Status Report; and
12. Sales Summary Report.

These reports should be generated as often as necessary to ensure proper management controls when required by this Directive.

Specific information is available on an ad hoc basis and includes information relating to inventory receipts, inventory sales and inventory adjustments.

E. Archiving

The Deputy Commissioner for Information Technology must maintain an archiving strategy for commissary information that is not in conflict with sound systems management, ensures safeguarding of archived information and maintains on-line information for the current Fiscal Year plus the two (2) previous Fiscal Years.

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VI. IFCOM COMMISSARY SYSTEM USE (cont.)

F. Printed Records

The Commanding Officer must maintain a filing system that retains in an orderly manner all hard copy reports generated (and their accompanying documents) by the facility commissary for a period of the last seven (7) Fiscal Years. These files must include, but are not limited to:



1. All physical inventory reports and work sheets;
2. All Verification forms;
3. All transfer orders;
4. Copies of all Delivery slips; and
5. All records concerning manual sales operations.

VII. REFERENCES

- A. Directive 2305, INVENTORY CONTROL POLICY & PROCEDURE, dated 03/31/92.
- B. Directive 5000R-A, REPORTING UNUSUAL INCIDENTS, dated 11/19/04.
- C. Controller's Internal Control and Accountability Directive 18. D. IFCOM User Manual
- D. IFCOM Operation Manual
- E. Comptroller's Directive 1 Financial Integrity Statement

VIII. APPENDIXES

- A. Appendix #1, Physical Count Adjustment Form (Form FS 1501/09)
- B. Appendix #2, Inventory Correction Form (Form FS 1501/02)
- C. Appendix #3, Commissary Verification Form (Form FS 1501/03)
- D. Appendix #4, Merchandise Certification Stamp

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VIII. APPENDIXES (cont.)

- E. Appendix #5, Commissary Sales Log (Form FS 1501/07)
- F. Appendix #6, Manual Sales Form (Form FS 1501/06)
- G. Appendix #7, Manual Sales Form (Form PS 1501/06) (Sample)
- H. Appendix #8, Commissary Bagging Operation Sales Form (Form PS 1501/08)
- I. Appendix #9, Commissary Bagging Operation Sales Form (Form PS 1501/08) (Sample)
- J. Appendix #10, Condemnation Form (Form 1501/04)
- K. Appendix #11, Transfer Form (Form 1501/05)
- L. Appendix #12, Weekly Report Form

IX. SUPERSEDES

Directive 1501R, COMMISSARY PROCEDURES, dated 03/28/97

APPENDIX 4

Merchandise Certification Stamp

I _____ Shield/ID# _____ certify that the below listed merchandise
Name
was received, inspected and entered into the IFCOM System on _____
Date

IFCOM STOCK#	Description	IFCOM Quantity	Delivery Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE

APPENDIX 5



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

COMMISSARY OPERATIONS

COMMISSARY SALES LOG


FORM
FS 1501/07

EFFECTIVE
3/28/97


Date: / / Facility: Housing Area:

	Inmate's Name	Book & Case #	Amount	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				


APPENDIX 6

	CORRECTION DEPARTMENT CITY OF NEW YORK		COMMISSARY OPERATIONS		
	MANUAL SALES FORM		FORM FS 1501/06	EFFECTIVE 3/28/97	
Date: _____ / _____ / _____	Facility: _____	Housing Area: _____			
Inmate's Name: _____		Inmate's Book & Case #: _____			
	Stock #	Commodity	Selling Price	Quantity	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Total	
Inmate's Signature: _____					
Commissary Staff Name: _____				Shield/I.D. #: _____	
Dollar Value Entered into IFCOM on: _____ / _____ / _____ by _____					
				Date	Print Name
Signature: _____				Shield/I.D. #: _____	


APPENDIX 7

	CORRECTION DEPARTMENT CITY OF NEW YORK		COMMISSARY OPERATIONS		
	MANUAL SALES FORM			FORM FS 1501/06	EFFECTIVE 3/28/97
Date: MM / DD / YY		Facility: CENTRAL OFFICE		Housing Area: DORM 2 UPPER	
Inmate's Name: NAME			Inmate's Book & Case #: 123-45-8789		
#	Stock #	Commodity	Selling Price	Quantity	Amount
1	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
2	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
3	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
4	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
5	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
6	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
7	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
8	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
9	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
10	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
				Total	THE SUM OF AMOUNT
Inmate's Signature: _____					
Commissary Staff Name: _____		NAME		Shield/I.D. #: _____	
				XXXXX	
Dollar Value Entered into IFCOM on: XX / XX / XX by _____					
			Date		NAME Print Name
Signature: _____				Shield/I.D. #: _____	
				XXXXX	


APPENDIX 8

	CORRECTION DEPARTMENT CITY OF NEW YORK	COMMISSARY OPERATIONS			
	COMMISSARY BAGGING OPERATION SALES FORM		FORM FS 1501/08	EFFECTIVE 3/28/97	
Date: _____ / _____ / _____		Facility: _____			
		Housing Area: _____			
Inmate's Name: _____		Inmate's Book & Case #: _____			
	Stock #	Commodity	Selling Price	Quantity	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Total	
Inmate's Signature: _____					
Commissary Staff Name: _____				Shield/I.D. #: _____	
Dollar Value Entered into IFCOM on: _____ / _____ / _____ by _____					
				Date	Print Name
Signature: _____				Shield/I.D. #: _____	

APPENDIX 9

	CORRECTION DEPARTMENT CITY OF NEW YORK	COMMISSARY OPERATIONS			
	COMMISSARY BAGGING OPERATION SALES FORM		FORM FS 1501/08	EFFECTIVE 3/28/97	
Date: MM / DD / YY		Facility: CENTRAL OFFICE	Housing Area: DORM 2 UPPER		
Inmate's Name: NAME		Inmate's Book & Case #: 123-45-6789			
	Stock #	Commodity	Selling Price	Quantity	Amount
1	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
2	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
3	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
4	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
5	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
6	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
7	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
8	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
9	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
10	IFCOM STOCK #	IFCOM DESCRIPTION	IFCOM SELLING PRICE	#	IFCOM SELLING PRICE X QUANTITY
				Total	THE SUM OF AMOUNT
Inmate's Signature: _____					
Commissary Staff Name: _____		NAME	Shield/I.D. #: _____		XXXXXX
Dollar Value Entered into IFCOM on: XX / XX / XX by _____					
				Date	NAME Print Name
Signature: _____			Shield/I.D. #: _____		XXXXXX

APPENDIX 11

	CORRECTION DEPARTMENT CITY OF NEW YORK	COMMISSARY OPERATIONS	
	TRANSFER FORM	FORM FS 1501/05	EFFECTIVE 3/28/97
DATE: / /			
TO: _____, Commissary Unit, Financial Systems.			
FROM: _____			
SUBJECT: Transfer of Commissary Merchandise			
Transfer Out Facility: _____			
Transfer Date: / /			
Manager of Commissary: _____			
Stock #	Commodity	Quantity	
Transfer In Facility: _____			
Received Date: / /			
Manager of Commissary: _____			
Stock #	Commodity	Quantity	
NOTE: This form must be jointly agreed upon and signed in each other's presence or the transfer is considered null and void.			
	Transferring Facility	Receiving Facility	
Signature			
I.D./Shield #			

APPENDIX 12

CORRECTION DEPARTMENT CITY OF NEW YORK

**COMMISSARY
OPERATIONS**



WEEKLY REPORT

EFFECTIVE
11/26/04

Facility: _____

To: _____, Commissary Operations, Financial Services

From: _____

Unusual Closures	Date	Hours of Commissary Business Closure
Red Alert		
Tactical Search Operations		
Facility Flood		
Fire		
Power Outage		
IFCOM downtime		
Others:		

Unusual Factors that Affect Sales	Date	Comment
Unusual Fluctuations of Daily Census		
Additional Housing Areas		
Closure of Housing Areas		
Others:		

Forecast of Products (Significant Increases or Decreases)

Merchandise	Quantity	Reason

Any inoperative Barcode Scanner? Yes No If Yes, How Many? _____

Certifications

	Commissary Manager	Commanding Officer
Print Name		
Signature		
Date		

NOTE: This report must be completed and forwarded to the Central Commissary Unit each Monday.