

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.2.8
SECTION:	2	Fiscal Management	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	8	PROCUREMENT	
STANDARDS: ACA – 4 – ALDF: 7D-15			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescinds: 1.2.8 dated 8/18/04			

I. POLICY

The Division of Corrections ensures that all necessary goods and services are obtained in a cost-efficient manner.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedure.

III. DEFINITIONS

Division of Corrections Purchase Requisition: A requisition submitted for requesting all goods not available on the PIC List or services.

Contractor-Provided Services: services provided at a cost by a contractor.

PIC: Product Information Code

PIC List: A list of supply items that are held in stock in the correctional facility storerooms and that can be requisitioned using a Supply Request Form.

Supply Request Form: A form used to requisition supplies on the PIC List.

Supply Storeroom: A storeroom managed by the Division of Corrections Inventory Control Coordinator under the direction of the Business Office Manager.

IV. PROCEDURES

A. General Information

1. The Supply Storeroom only stocks items available on the PIC List.

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2. Orders requisitioning PIC List items will be delivered to each housing unit and each support unit on Mondays and Thursdays, with the exception of holidays. When Monday or Thursday is a holiday, orders will be delivered on the next business day. If both Thursday and Friday are holidays, orders will be delivered on the Wednesday prior to the Thursday holiday.
3. Correctional staff must obtain the written approval of the Unit head to receive supplies on non-scheduled delivery days.
4. All orders not received by Noon on a delivery day will be delivered on the next scheduled delivery day.
5. The Supply Request Form is used only to request items listed on the PIC List. Requests for items not on the PIC List and requests for contractor-provided services must be submitted on a Division of Corrections Purchase Requisition to the Business Office Manager for approval.
6. The Inventory Control Coordinator will ensure that copies of the current PIC List will be made available to staff.
7. A Correctional Staff must submit a Division of Corrections Purchase Requisition when requesting Contractor-Provided Services and items not listed on the PIC List, providing as much detail as possible regarding the services or items requisitioned.
8. If the Business Office Manager determines that the purchase of the goods or services should be made he signs the Division of Corrections Purchase Requisition and ensures that the goods or services are obtained following established City of St. Louis and Division of Corrections purchasing policies and procedures.

City of St. Louis Department of Public Safety / Division of Corrections

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