

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Store/Vending Accounts Expenditures in Excess of \$1,500

Policy Number: 201.01

Effective Date: 12/20/2024

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level II: Required Offender
Access

I. Introduction and Summary:

The Store/Vending Accounts shall be used to purchase items or services for the benefit of offenders only. Such expenditures shall be as authorized and approved by the Commissioner of Corrections or designated representative. These procedures shall be reviewed annually and updated, as needed.

II. Authority:

- A. GA Comp. R. & Regs. R.: 125-4-6-.05;
- B. GDC Standard Operating Procedures (SOPs): 203.02 Document Flow; 407.02 Offender Store Account Guidelines; and 407.06 Fiscal Guidelines for Centers; and
- C. ACA Standards: 5-ACI-1B-07, 5-ACI-1B-18, 5-ACI-1B-20, 4-ALDF-5C-25, 4-ALDF-7D-16, and 2-CO-1B-14.

III. Definitions:

As used in this SOP, these terms are defined as follows:

- A. **Store/Vending Accounts** - A fiscal account maintained at a facility or center. It contains funds derived from profits of sales in offender commissaries or from vending machines installed and designated for offender use. Any interest earned on monies other than operating funds accrues to the benefit of the offenders.

IV. Statement of Policy and Applicable Procedures:

- A. Prior to initiating any purchase over \$1,500.00 from Store/Vending Accounts, the Warden or Superintendent shall request written approval of such expenditure from the respective Regional Director. The request shall include:
 - 1. Item or items being proposed for purchase;
 - 2. The need for these items;

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3. The amount of the proposed expenditure;
4. The unencumbered balance of the account; and
5. Copies of three (3) bids attached to the request.

B. Review and Approval: Upon review and approval of the Regional Director, a written acknowledgement shall be returned to the originating facility.

C. Audit Review: Copies of the original proposal and the approval to expend funds shall be maintained for a period of five (5) years and made available for the annual fiscal audit, or upon request, to ensure that all procedures for the collecting, safeguarding, and disbursing of monies comply with the accounting procedures established by the governing jurisdiction. The internal fiscal audit typically is scheduled during the current fiscal year.

D. Additional Approval: Expenditures exceeding \$7,500.00 must have the written approval of the Director, Field Operations.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None