

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #632	EFFECTIVE: 8/21/13 REVIEWED: 4/4/23
	TITLE: Commissary Fund	
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POLICY

It is the policy of the Allegheny County Bureau of Corrections to administrate each and every segment of the Jail Commissary process.

PURPOSE

To ensure supply and demand of the commissary menu is maintained with adherence to the scheduled delivery of product and to enforce strict measures of accountability applicable to this process.

PROCEDURAL

1. Commissary Vendor

- A. The commissary vendor for the Allegheny County Bureau of Corrections is determined by the competitive bid process.
- B. Vendor must meet or exceed bid specifications.
- C. Vendor is responsible for the purchase of all commissary menu items.
- D. Vendor must maintain an extensive warehouse operation to effectively meet supply and demand.
- E. Vendor must consistently adhere to the scheduled delivery of product to the inmate pods.
- F. Vendor must provide an adequate number of on-site personnel for effective compliance of contract mandates.
- G. Warehousing and bagging of commissary orders must be completed at an off-site location separate from the County Jail.
- H. The vendor will be provided an office and staging area within the jail.
- I. For accounting purposes, vendor must establish interface capabilities with the jail’s offender management system/program (OMSe).
- J. Vendor must compensate the County a specified commission for non-postage items sold from its commissary menu.

2. Commissary Pricing / Sales

- A. Commissary pricing of non-postage items are established by the County, either by direct application or through agreed upon prices between the County and Commissary Vendor.
- B. Inmates may purchase commissary goods if funds are available on their account.
- C. Inmate commissary purchases (orders) received by the commissary vendor are calculated by the OMSe system and are available to the jail cashier for review and comparison purposes.
- D. Jail cashier controls the receipt and disbursement of all commissary monies.

3. Invoice Reconciliation

The Commissary Vendor submits an invoice for all items purchased by inmates through the jail commissary. This submission of invoices may be reconciled on a daily or weekly basis.

- A. Upon receipt of a commissary invoice, the Jail Cashier will reconcile the amounts stipulated on the vendor invoice against the Jail Commissary Summary Report generated by the cashier.
- B. In the event the vendor's invoice numbers conflict with the jail cashier's totals, no disbursement of commissary funds for postage, commission, or to the vendor shall occur. The jail cashier and commissary vendor must reconcile any and all discrepancies, before the invoice in dispute may be processed for payment.
- C. The ACJ's Inmate account supervisor shall ensure all transactions pertaining to commissary funds are properly recorded.
- D. When an invoice has been approved for payment, the following disbursement of checks from the jail cashier will occur:
 - Commission account check to the County Treasurer
 - Check to the Commissary Vendor

4. Jail Commissary Revenues (Prisoner Welfare Fund)

The jail commissary fund receives the commission share of dollars generated from inmate sales from the commissary menu. The fund is utilized to support inmate programming in conjunction with a variety of ancillary services and benefits provided for the jail's inmate population.

All monies expended from the jail commissary fund must be approved by the Jail Oversight Board, with annual fiscal monitoring of the fund provided by the Controller's Office of Allegheny County.

5. OMSe Interface / Jail Accounting Program

Jail Administration may permit the utilization of an alternate accounting program other than OMSe. However, before such an adjustment can occur, the commissary vendor must stipulate in writing that the accounting program to be utilized is compatible with the jail's system. Furthermore, the vendor must also stipulate in writing that all numerical computation associated with commissary transactions will be recorded to the jail in "real time" accuracy and reliability.