

HOUSEHOLD SUPPLY REQUISITION

- AUTHORITY:** California Code of Regulations, Title 15, Section 1485
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-305, dated 08/01/13 (Recertified)
- FORM:** Orange County Juvenile Hall Supplies Requisition (F057-6251)
- PURPOSE:** To outline a uniform method for ordering and receiving unit household supplies.

I. GENERAL INFORMATION

- A. Supervising Juvenile Correctional Officer (SJCO) or designee must take a weekly inventory and prepare a list of the supplies needed based on a population of 20 to 30 wards for each unit (depending on current unit needs).
- B. SJCOs in Unit Z, Y, I, Q, T, IRC, and Control stations order supplies based on current unit needs.

II. PROCEDURE

- A. The Supervising Juvenile Correctional Officer or designee will order supplies to meet identified needs as follows:
 - 1. Place orders on Orange County Juvenile Hall Supplies Requisition form. Warehouse stock items not included on this master supply list can be written on any blank line.
 - 2. Sign the order, and submit it to the Store clerk by 9 a.m. Monday the week the order is due.
- B. The Store Clerk will:
 - 1. Fill orders on a biweekly basis per his/her issued schedule.
 - 2. Require written approval by the Supervising Juvenile Correctional Officer to allow staff to pick up supplies at times other than the regular supply day or to modify the supply requisition.
- C. Unit staff will:
 - 1. Pick up orders as soon as possible after notification that orders are filled.
 - 2. Return carts to the Store Clerk promptly.
 - 3. Check supplies received against the requisition form and file copy of form in unit records.

4. Note discrepancies, and notify the Supervising Juvenile Correctional Officer, who will check with the Store Clerk for corrections.

REFERENCES:

Procedures:	3-1-007	Labeling and Storing Goods and Materials
	3-3-303	Household, Laundry and Office Supplies at Youth Guidance Center
Policy:	G-7	Distribution and Use of County Services, Supplies and Equipment

P. Lagunas

APPROVED BY: