

## HOUSEHOLD AND OFFICE SUPPLIES AT YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-303, dated 08/28/17
- FORMS:** Youth Guidance Center Clothing/Bedding Requisition (Attachment A)  
Youth Guidance Center Candy/Soda Requisition (Attachment B)
- PURPOSE:** To outline a uniform method for ordering and receiving unit household and office supplies at Youth Guidance Center.

### I. PROCEDURE

#### A. Weekly Household Supplies

1. Unit Staff will:
  - a. Take a weekly inventory of household supplies and complete a supply order form needed for a population of **16** youth for each unit.
    - (1) Place orders on weekly supplemental list.
    - (2) Additional items not on the supply list can be added to the bottom of list.
    - (3) Order only enough items to bring unit stock up to “maximum inventory” on the supplies list.
  - b. Sign and date the order and submit to the unit supervisor.
2. Supervising Juvenile Correctional Officer will:

Review the supplies order, sign, date, and submit to the Supplies Clerk once approved.
3. Supplies Clerk will:

Fill order on a weekly basis, per the requested supplies list.

  - a. Go to each unit and retrieve empty laundry cart.
  - b. Record any items not distributed as “stock out.”
  - c. Deliver supplies to unit property room with laundry ROP youth.
4. Unit staff will:

- a. Check supplies received against the requisition form and file copy in unit records.
- b. Note discrepancies and notify Supplies Clerk for corrections.
- c. Store the supplies immediately for both security and conservation purposes.

**B. Monthly Office and File Supplies**

1. Supply Clerk or designee will:

- a. Maintain supplies on shelves located in the main supply room.
- b. Monitor supplies weekly, ordering supplies on an as needed basis.
- c. Assist units, when necessary, as they fill their supply orders.
- d. Special order items that we do not have and notify unit ordering specific items when they are received.
- e. Notify units if requested items are not available.

2. Unit staff will:

Fill out Office Supply Request form and submit form with household supply form.

**REFERENCES:**

Procedure:	3-1-007	Labeling and Storing Goods and Materials
Policy:	G-7	Distribution and Use of County Services, Supplies and Equipment

Attachments

L. Mac Brayne

**APPROVED BY:**

YOUTH GUIDANCE CENTER  
CLOTHING/BEDDING REQUISITION

UNIT \_\_\_\_\_ PHONE \_\_\_\_\_ DATE ORDERED \_\_\_\_\_

PLEASE BE REMINDED THAT ONLY ONE SPECIFIC STAFF FROM EACH UNIT IS RESPONSIBLE FOR ORDERING CLOTHING OR BEDDING. ONLY THAT PERSON'S SIGNATURE OR THE SIGNATURE OF THE SPC WILL BE ACCEPTED AT THE TIME THIS REQUISITION IS SUBMITTED TO THE SUPPLIES CLERK. PLEASE INDICATE TOTAL QUANTITY ORDERED IN FIRST COLUMN, AND QUANTITY ORDERED BY SIZE (WHEN APPLICABLE) IN NEXT COLUMN. DATE RECEIVED \_\_\_\_\_

ITEM ↓ ORDERED →	ORD' D	SHIP	REC' D	QUANTITY ORDERED BY SIZES (Ex: 3ea XL, or 3ea SZ 6)
BED SHEETS				
BLANKETS				
BOOTS (by size)				
BRAS (by size)				
MATTRESSES				
PANTS (by size)				
PE SHORTS (M, L, XL, XXL)				
PILLOWS				
PILLOWCASES				
SHOES (one size)				
SHORTS (GIRLS M, L, XL)				
SOCKS (one size)				
SWEATSHIRTS (L, XL)				
T-SHIRTS colored (M, L, XL)				
T-SHIRTS white (M, L, XL)				
THONGS (one size)				
TOWELS				
UNDERWEAR (by size)				
WASHCLOTHS				

STAFF \_\_\_\_\_ SJCO \_\_\_\_\_ DATE \_\_\_\_\_

YOUTH GUIDANCE CENTER

CANDY/SODA REQUISITION

UNIT \_\_\_\_\_

DATE ORDERED \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

PLEASE BE REMINDED THAT ALL ORDERS FOR CANDY OR SODA NEED TO BE SIGNED BY A SUPERVISING JUVENILE CORRECTIONAL OFFICER (SJCO). PLEASE COMPLETE ALL INFORMATION REQUESTED:

I NEED \_\_\_\_\_ PIECES OF CANDY.

I NEED \_\_\_\_\_ CANS OF SODA.

SPECIFIC PURPOSE: \_\_\_\_\_

\_\_\_\_\_

DATE NEEDED \_\_\_\_\_.

DJCO SIGNATURE \_\_\_\_\_

SJCO SIGNATURE \_\_\_\_\_

NOTE:

ALL LARGE ORDERS FOR CANDY MUST BE SUBMITTED TO THE SUPPLY CLERK AT LEAST (1) WEEK PRIOR TO DATE REQUIRED.