

**HOUSEHOLD AND OFFICE SUPPLY REQUISITION
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1485
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-303, dated 12/13/17
- FORMS:** Boys Clothing and Linen Request (F057-6202)
Orange County Juvenile Hall Supplies Requisition (F057-6251)
- PURPOSE:** To outline a uniform method for ordering and receiving unit household and Office supplies at the Youth Leadership Academy (YLA).

I. PROCEDURE

A. Weekly Household Supplies

1. Unit staff will:
 - a. Take a weekly inventory of household supplies and prepare a list of supplies needed for the population of youth in the unit
 - 1) Place orders on corresponding supply form
 - 2) Additional items not on supply form can be added to the bottom of the list
 - 3) Order only enough items to bring unit stock up to "maximum inventory" on the supplies list
 - 4) Sign and date the order and submit to the unit supervisor
2. The Supervising Juvenile Correctional Officer (SJCO) will:

Review the supplies order, sign date and submit to the Juvenile Hall supplies clerk
3. The supplies clerk will:
 - a. Fill order on a weekly or as needed basis, per the requested supplies form
 - b. Require written approval by the SJCO to allow staff to modify the supply requisition
 - c. **Notify Unit when supplies are ready for pick up**
 - d. Keep a copy of the supplies form for YLA records and file it

e. Follow up with orders for items that were out of stock

4. Unit staff will:

a. Check supplies received against the requisition form and file a copy in unit records

b. Note discrepancies and notify the supplies clerk for corrections

c. Store the supplies immediately for both security and conservation purposes

d. Return Carts to the Supplies Clerk promptly

B. Monthly Office and File Supplies

1. Unit and administrative staff will:

a. Fill out Office Supply Request form and submit form with household supply form (if applicable)

b. Note discrepancies and notify the supplies clerk of corrections

2. The Juvenile Hall supply clerk will:

a. Fill order on a bi-weekly or as needed basis, per the requested supplies form

b. Maintain and monitor supplies on shelves located in the main supply room

c. Special order items that we do not have

d. Deliver supplies to unit

e. Keep a copy of the supplies form for YLA records and file it

3. Unit and administrative staff will:

a. Check supplies received against the requisition form and file copy in unit records

b. Note discrepancies and notify supplies clerk of corrections

REFERENCES:

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

Attachments

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APPROVED BY: