

**HOUSEHOLD AND OFFICE SUPPLY REQUISITION**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-305 dated 09/11/15  
Procedure Manual Item 3-3-303 dated 11/27/19  
Procedure Manual Item 3-8-303 dated 01/15/20
- FORM:** Orange County Juvenile Hall Supplies Requisition (F057-6251)
- PURPOSE:** To outline a uniform method for ordering and receiving unit household and office supplies.

**I. GENERAL INFORMATION**

Supervising Juvenile Correctional Officer (SJCO) or designee must take inventory and prepare a list of the supplies needed based on the youth population for each unit.

**II. PROCEDURE**

A. The SJCO or designee will order supplies to meet identified needs as follows:

1. Place orders on requisition form. Warehouse stock items not included on this master supply list can be written on any blank line.
2. Sign and date the order and submit it to the Store/Supply Clerk.

B. The Store/Supply Clerk will:

1. Fill orders as needed per requisition form.
2. Require written approval by the SJCO to allow staff to pick up supplies at times other than the regular supply day or to modify the supply requisition.
3. Maintain and monitor supplies in the warehouse/main supply room as needed.
4. Special order items that we do not have.
  - a. Youth Leadership Academy
    - (1) Notify unit when supplies are ready for pickup.
    - (2) Keep a copy of the supplies form for YLA records and file it.
    - (3) Follow up with orders for items that were out of stock.
  - b. Youth Guidance Center

- (1) Go to each unit and retrieve empty laundry cart.
- (2) Record any items not distributed as “stock out.”
- (3) Deliver supplies to unit property room with laundry **assisting** youth.

C. Unit staff will:

1. Pick up orders as soon as possible after notification that orders are filled.
2. Return carts to the Store/Supply Clerk promptly.
3. Check supplies received against the requisition form and file copy of form in unit records.
4. Note discrepancies and notify the SJCO or designee, who will check with the Store/Supply Clerk for corrections.

Store supplies immediately for security and conservation purposes.

**REFERENCES:**

Procedures:	3-13-009	Labeling and Storing Goods and Materials
Policy:	G-7	Distribution and Use of County Services, Supplies and Equipment

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**APPROVED BY:**