

HOUSEHOLD AND OFFICE SUPPLY REQUISITION

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-15-009** dated **08/18/23**

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 **Probation** Correctional Officer (SPCO) 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 SPCO 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 **Supplies Clerk/Warehouse Worker**.

B. The **Supplies Clerk/Warehouse Worker** will:

1. Fill orders as needed per requisition form.
2. Require written approval by the SPCO 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 **Supplies Clerk/Warehouse Worker** promptly.
3. Check supplies received against the requisition form and file copy of form in unit records.
4. Note discrepancies and notify the SPCO or designee, who will check with the **Supplies Clerk/Warehouse Worker** 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: