



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.70.110</b>	Title: <b>Property Control: Acquisitions</b>	Effective: <b>5/1/2021</b>
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Authorized by:	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
Supersedes:	02.70.110 effective 6/1/2005

<b>Authority:</b> 30 ILCS 605/1 through 605/8 and 730 ILCS 5/3-2-2 44 Ill. Adm. Code 5010	<b>Related ACA Standards:</b> 5-ACI-1A-10, 5-ACI-1B-08, 13, 14, 5-ACI-1F-01, 02, 06
<b>Referenced Policies:</b> 02.28.110, 02.70.105, 02.70.119	<b>Referenced Forms:</b> DOC 0013 – Request for Change of Status of Equipment DOC 0016 – Store Receiving Report

#### **I. POLICY**

The Department shall document and record on inventory all newly acquired property with the exception of property received on loan or non-capitalized leased property. Loaned or non-capitalized leased property shall be inventoried in accordance with Administrative Directives 02.70.119 and 02.28.110, respectively.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to establish a written procedure governing the responsibility of staff for recording newly acquired property.

##### **B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

##### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

##### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. General Provisions**

1. Property may be acquired through purchases, gifts, donations, breeding of livestock, State or Federal Surplus property, or transfer in from another facility or State agency. Property received on loan shall not be considered acquired property for purposes of this directive.
2. State Surplus Property is available free of charge; a service charge is assessed for Federal Surplus Property. The regulation, accountability and control of State and Federal Surplus property is administered by the Department of Central Management Services (CMS).
3. State Surplus Property may be requested by persons authorized by the Director to visit the CMS Surplus Warehouse or by forwarding a written request for specific items to:

	Illinois Department of Corrections Administrative Directive	Page 2 of 3
Number: 02.70.110	Title: Property Control: Acquisitions	Effective: 5/1/2021

Department of Central Management Services  
Property Control Division  
1924 South 10 ½ Street  
Springfield, Illinois 62703

4. A Warehouse Request Form will be prepared by CMS, that should include the new location code. A copy will be provided to the requesting facility when the request is honored.
5. A request for Federal Surplus Property shall be made only after acquisition attempts through State Surplus Property have been exhausted.
6. Federal Surplus Property acquired shall be subject to the following restrictions based on the original purchase price of the property:
  - a. \$2500.00 or less – the property is subject to federal audits for one year and cannot be transferred or disposed of during this period.
  - b. Above \$2500.00 – the property, excluding vehicles, is subject to federal audits for two years and cannot be transferred or disposed of during this period. Such property shall have a Federal Surplus Property tag number affixed by CMS in addition to the tag number assigned and affixed by the receiving facility.
7. The acquisition of any property shall be subject to the approval of the Chief Administrator.

**F. Requirements**

1. Upon receipt of all property, the Receiving Officer shall:
  - a. Initiate a Store Receiving Report, DOC 0016, and shall:
    - (1) Complete all applicable information in the appropriate fields;
    - (2) Sign as "Received By"; and
    - (3) Retain one copy and forward the remaining copies to the facility Clerical Control Officer.
  - b. Forward the property to the addressee.
2. The Clerical Control Officer shall:
  - a. Assign a property control tag number in accordance with Administrative Directive 02.70.105.
  - b. Enter newly acquired items, except for intra-agency transfers-in, into the Statewide Accounting System using the DOC 0016 as the input document.
  - c. For intra-agency transfers-in, place the DOC 0016 and a copy of the Request for Change of Status of Equipment, DOC 0013, prepared by the transferring facility in a pending file for transfers-in. When the transaction is accepted in the Statewide Accounting System by the receiving facility, the copy of the DOC 0016 and the DOC 0013 shall be removed from the pending file and the originals shall be placed in the property control file.

**NOTE:** Intra-agency transfers shall be initiated by the transferring facility. If the transaction does not appear for approval in the Statewide Accounting System for the

	Illinois Department of Corrections <b>Administrative Directive</b>	Page <b>3</b> of <b>3</b>
Number: 02.70.110	Title: Property Control: Acquisitions	Effective: 5/1/2021

receiving facility within 30 days, the transferring facility shall be advised to correct the discrepancy.

- d. File the DOC 0016, along with copies of invoices or any other documentation received, in the property control file.

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