



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 15-01 COMMISSARY

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 00-03

APPROVED Signature on File

EFFECTIVE: January 16, 2015

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** The commissary pricing in this policy will be approved by the Board of Corrections. Center staff must adhere to this and related policy.
- III. GUIDANCE.**
 - A. Commissary Pricing**

Commissary pricing is as follows:

1. Pre-stamped envelopes must be sold at cost.
2. All food items deemed healthy by the ACC Dietitian and over the counter health aids must be sold at 40 percent above cost inclusive of state tax and local tax rate of each center's location.
3. All remaining items must be sold at 50 percent above cost inclusive of state tax and local tax rate of each center's location.

B. Commissary Approved Items List

The Business Office Manager must ensure the only items sold in the commissary are those items on the Commissary Approved Items list.

Center Supervisors may choose to prohibit the sale of items on the Commissary Approved Items List.

Center Supervisors may propose adding items to the list by sending a request to the Deputy Director of Residential Services.

The Deputy Director of Residential Services is the approval authority for the Commissary Approved Items List. He/she must ensure new items are added to the eOMIS Inmate Banking System before items are stocked.

C. Accounting

Refer to other sources for commissary accounting and inventory guidance.