5120-5-04 Administration of industrial and entertainment funds.

(A) The warden, with the approval of the chief of the division of business administration or designee, may establish an institution fund designated as the industrial and entertainment fund, which is created and maintained for the entertainment and welfare of the inmates.

(B) All funds designated for the entertainment and welfare of the inmates and received by an institution shall be deposited and maintained in the industrial and entertainment fund. Funds donated for specific purposes must be shown in separate subsidiary accounts of the industrial and entertainment fund. Income for this fund shall come from, but shall not be limited to, the following sources: commissary profits and interest, donations, vending machine commissions, interest from interest-bearing checking accounts (e.g., industrial arts fund and inmate personal fund), interest from institution investment accounts (e.g., savings accounts and certificates of deposit), transfer of funds under the provisions of the revised code and rules of the administrative code (e.g., closing inactive inmate accounts), and occupational and/or activities therapy projects (e.g., barber and beauty shops, shoe shine shops, gift shops, and car washes).

(C) All disbursements from the industrial and entertainment fund shall be used for purchases which exclusively benefit inmates. No disbursements will be approved for items to be used for the benefit of an individual inmate, inmate group, or employees. Disbursements from this fund may be made for, but shall not be limited to, the following: recreation equipment, entertainment, library supplies and equipment, video purchase, rental, and licensing, chapel expenses, occupational and/or activity therapy supplies, going-home clothes, inmate free postage, hygiene and legal kits, and repair and maintenance of equipment eligible for purchase with these funds. or specifically planned events (e.g., yard day), specialty food items may be purchased with the approval of the chief of the division of business administration or designee. Disbursements shall not be made for legal books required by department policy; such books shall be purchased through general revenue funds.

(D) Prior to making any expenditure in excess of five hundred dollars, approval shall be obtained from the chief of the division of business administration or designee. Six outside entertainment performances each fiscal year may be authorized by the warden, up to seven hundred fifty dollars for an individual performer and one thousand five hundred dollars for a group performance. Approval for additional performances or higher amounts shall be obtained from the chief of the division of business administration or designee. Such approval is not required for disbursements for items acquired for resale (e.g., photographic film for pictures). Disbursements shall not be divided into two or more payments or in any other manner to circumvent the securing of approval from the chief of the division of business administration or designee. Disbursements are subject to state procurement requirements unless prior written approval is obtained from the chief of the division of business administration or designee.

(E) The chief of the division of business administration may establish and maintain a central industrial and entertainment account which shall initially be funded by the transfer of industrial and entertainment funds from closed institutions. A portion of institution industrial and entertainment income may be transferred to continue this central account which shall be used for purposes consistent with this rule.

Replaces: 5120-5-04

Effective: 12/01/2005

R.C. 119.032 review dates: 01/12/2009 and 01/12/2014

Promulgated Under: 111.15

Statutory Authority: 5120.01, 5120.131.

Rule Amplifies: 5120.131

Prior Effective Dates: 4/19/75, 7/2/81, 8/25/85

5120-5-02 Inmate funds.

(A) As used in this rule:

(1) "Unapproved source" means any person under the supervision of the department of rehabilitation and correction or any other correctional agency unless approved by the warden, any transaction the warden has cause to believe is for an unlawful purpose, and any other source where the warden has cause to believe the transaction is for an unlawful purpose, including, but not limited to, fraud, extortion, blackmail, dealing and gambling. For purposes of money orders sent by any source and checks sent by inmates pursuant to paragraph (C) of this rule, an "unapproved source" also means any person not on the inmate's approved visiting list.

(2) When referring to funds, "approved form," means a certified check, cashier's check, money order, check drawn upon the account of a governmental agency or when available, wire or electronic transfer. All money orders and checks must be legible, include the inmate's number and a return address, and be signed by the sender.

(3) When referring to funds, "unapproved form" means currency, coin, or personal check drawn upon an account of an individual, private association, firm, partnership, or corporation, or any other unapproved form.

(B) An individual account record shall be maintained for each inmate in the cashier's office of an institution which reflects all receipts and disbursements of funds from each account.

(C) Funds in approved form, in an amount not to exceed two hundred dollars unless approved by the warden, may be accepted for deposit to the account of that inmate. An inmate may request that a reasonable amount of personal funds be sent, in the form of a check, to any entity other than an unapproved source.

(D) Funds in any amount from an unapproved source or in an unapproved form shall not be accepted for deposit and shall be processed pursuant to rule 5120-5-08 of the Administrative Code.

(E) A checking account shall be established to maintain and administer inmate funds.

(F) An inmate who will be incarcerated for less than one year when admitted to the department of rehabilitation and correction may hold an outside bank account. If holding such an account, the inmate shall notify, in writing, the cashier's office of that account. The cashier's office shall maintain a record of that notice.

(G) Investments may only be initiated in accordance with the following guidelines:

(1) Individual investments: when an inmate has a balance of more than one hundred dollars in his personal account, he may request the warden or designee to invest the amount in excess of one hundred dollars in certificates of deposit.

(2) Investments in certificates of deposit must be at least the minimum required amount for such certificates.

(3) The cashier's office shall hold any previously issued series EE savings bonds and all certificates of deposit, registered in the inmate's name, for safekeeping. Investments not registered in the inmate's name must be sent by certified mail, at the inmate's expense, to the registered owner or guardian of

the owner. Separate journal controls shall be established and maintained for individually owned bonds and certificates of deposit as a means of accountability for all such items held by the institution. A notation to the effect that an inmate does have personal investments should also be made on the inmate's account record. All inmates shall be informed of opportunities to invest surplus personal funds.

(4) Consolidated investments: all inmates' funds not individually invested and deemed to be in excess of the normal operating level, shall be consolidated and invested in savings or money market accounts or certificates of deposit at banks, savings and loan associations, or the state treasury asset reserve of Ohio fund as approved by the chief of the division of business administration. The interest received from such investments shall be deposited to the credit of the custodial account for inmates' checking account, and immediately thereafter, a check shall be issued in the amount of such interest to the industrial and entertainment fund. All deposits and investments from inmates' consolidated funds shall be registered as follows:

State of Ohio

(Name of institution)

Custodial account for inmates

(Name of managing officer or successor)

(5) Any bank or savings and loan association holding deposits shall be insured by federal insurance agencies.

(6) An inmate is required, when establishing individual investments, to designate a beneficiary on a form provided by the financial institution.

(H) Pursuant to paragraph (C)(24) or paragraph (C)(46) of rule 5120-9-06 of the Administrative Code, it is a rule violation for an inmate to engage in any form of business with an employee, or conduct business operations with any person or entity outside the institution, respectively, without authorization from the warden.

Effective: 09/17/2012
R.C. 119.032 review dates: 01/12/2014
Promulgated Under: 111.15
Statutory Authority: 5120.01, 5120.13
Rule Amplifies: 5120.13
Prior Effective Dates: 1/12/76, 1/13/79, 8/29/83, 12/1/05

printed 12/20/11

STATE OF OHIO DEPARTMENT OF REHABILITATION AND CORRECTION	SUBJECT: **Purchased Services Contracting**	PAGE 1 OF 5. NUMBER: 22-BUS-14
	RULE/CODE REFERENCE:	SUPERSEDES: 22-BUS-14 dated 06/09/99
	RELATED ACA STANDARDS: 4-4039	EFFECTIVE DATE: January 21, 2011
		APPROVED:

The lasted policy on file was effective 01/21/13.

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish responsibility, procedures and documentation for purchase service contracts.

III. APPLICABILITY

This policy applies to all executive staff and Managing Officers employed by the Department of Rehabilitation and Correction when initiating all contracts (including personal, professional, and consultant services) except for the following: (1) purchasing contracts, (2) real property acquisition, and (3) lease agreements.

IV. DEFINITIONS

Competitive Contracting - Those services that are amenable to bidding and subject to uniform and objective impersonal criteria to ensure the proper evaluation of bids. Examples of competitive services may include clerical services, pre-release services, alcohol and other drug-related services.

Independent Contractors - Individuals or firms that (1) are engaged to perform specific services for a stated fee or contracted amount, (2) provide services to the public, and (3) are subject to Department control only as to the end results, and not the methods of obtaining them.

Non-competitive Contracting - Those services that involve highly skilled judgment or training, artistic ability, or other attributes and whose quality depends on an individual's expertise and knowledge. Examples of non-competitive services may include expert witnesses, physician, dentist, psychologists etc.

Sole Source - An individual or firm that is the only manufacturer or provider of a commodity or service.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that contracts shall be solicited on a competitive basis whenever possible. Prior to the issuance of a contract, it must be determined that the services are necessary and cannot be satisfactorily and economically performed or rendered by internal agency sources. Contracts shall only be entered into with independent contractors. Contracts with current Department employees are prohibited.

VI. PROCEDURES

A. Responsibility

In accordance with the Ohio Revised Code, Section 5120.09, the Director has designated the Division of Business Administration with the responsibility of establishing guidelines for the preparation and implementation of Personal Service Contracts.

B. Limits

The Department of Rehabilitation and Correction will abide by the Ohio Revised Code on expenditure limitations as follows:

1. An agency may purchase all services that cost $50,000 or less directly from a vendor using applicable State Purchasing guidelines.

2. All purchases of services in excess of $50,000 must be forwarded to the Department of Administrative Services, Office of State Purchasing or Division of Computer Services for determination of procurement method. The Office of State Purchasing may:

   a. Issue a Competitive Sealed Bid (CSB);
   b. Issue a Request for Proposal (RFP);
   c. Grant a "Release and Permit" to authorize the procurement under the direct spending authority of the agency and/or seek Controlling Board approval to contract for vendor services.

3. DRC shall not make a purchase for services over $50,000 without the prior approval of the Controlling Board and/or without bid on the agency's behalf by the Department of Administrative Services, Office of State Purchasing or Division of Computer Services.

C. An independent contract may be used in the following circumstances:

1. When it is not feasible to recruit Civil Service staff to provide the service;
2. A special service is required that cannot be provided by a Civil Service position;
3. There is a short term or one time need that will not continue longer than a six months period;
4. Other circumstances as designated by the Director.

D. Competitive Contracting

Competitive contracting methods must be used unless justification exists for non-competitive services. Competitive contracting requires a written proposal solicitation. After the vendor has been selected, a standard contract form shall be prepared.

1. Soliciting Proposals.

When soliciting formal, written proposals from potential vendors, a Request for Proposal (RFP) shall be prepared by the requesting department and shall contain a description of the technical requirements for the service to be procured. The proposal shall not contain specifications that restrict competition. The RFP shall include, but not be limited to, the following information:

a. The date and place to deliver proposals;
b. The time, if appropriate, those proposals will be opened;
c. A statement that the Department reserves the right to reject any and all proposals and/or to clarify information with any or all potential vendors after proposals are received;
d. The Department's standard terms and conditions;
e. A statement indicating the evaluation criteria to be used in the proposal evaluations.

2. The RFP shall be sent to all potential vendors. A record must be maintained of the vendors sent an RFP.

3. The opening of such proposals is a matter of public record. Proposals may be reviewed by all vendors submitting proposals after the opening and up until the close of business that day. Proposals may then only be reviewed after evaluation and award of contract.

4. Appropriate department personnel shall evaluate the proposal(s) and conduct verbal clarification if needed. The contract shall be awarded to the lowest responsive and responsible proposal meeting all bid specifications listed in the request for proposal.

5. After selection, an appropriate contract is prepared by the initiator of the contract.

E. Non-Competitive Contracting

The Division of Business Administration Procurement Services shall be contacted if there are questions regarding whether services can be competitively contracted. The initiator of the contract may be required to justify sole source contracts before they are approved. If the Department's standard contract form is not used, the contract must be reviewed for compliance with the Department's legal and fiscal policies. Non-competitive contracting with a single vendor is permitted under the following conditions:

1. The required service is available from only one person or firm;

2. The contract is with another governmental unit or State agency;

3. Urgent immediate need prevents competitive contracting methods.

F. Drafting Contracts

After selecting the vendor, the requesting department shall draft the standard contract and route for funding verification and approval signatures. All contracts must then be submitted to the Division of Business Administration, Procurement Services Section, for processing and final approval prior to executing any contract. Standard contract and contract amendment forms are available from the business offices.

1. Contracts shall not be executed to exceed the current biennium; however, longer-term contracts may be executed when substantial savings can result or when a special project requires continuing a particular contractor's services for a longer term. Contracts that exceed the current biennium must clearly state in their terms and conditions that future renewals are subject to funds being available, being affirmatively renewed in each biennium and have state purchasing and/or Controlling Board approval.

2. Contracts that provide for reimbursement for travel, meals, or lodging will be paid in accordance with the Office of Budget and Management travel policy.

G. Reviewing Contracts

Departments shall send completed contracts to the appropriate Deputy Director or program administrator. The Division of Business Administration, Procurement Section, will prepare a contract review form for each contract that requires fiscal and legal review and approval. If approved, the contract will be forwarded to the Deputy Director of Administration for review and approval. Contracts will be reviewed in accordance with Department policy and procedures and the following considerations:

1. Compliance with all Department legal and fiscal policies;

2. Fairness of proposed rates of compensation;

3. Determination of whether services could be more satisfactorily and economically acquired by creating a payroll position.

H. Executing Contracts

Contracts will be approved (signed) by the Director or person(s) designated by the Director. After approval, the contract will be returned to the Division of Business Administration, Procurement Section, for final processing. The contract will be returned to the originator for dissemination and execution.

I. Contract Payments

The administrative unit that receives services from a contract executed under these provisions must adequately review the services being rendered and maintain adequate records of these services. After determining that services have been satisfactorily performed, the authorized department employee will approve the contractor's invoice and forward a request for payment through the business office. Final payment will not be authorized until the contractor has fulfilled his or her contractual obligations.

A request for payment shall be made by submitting the contractor's invoice(s). The following information shall be included on the invoice:

1. Date and amount of request;
2. Contractor's name, professional title, and home address;
3. Contractor's social security number or federal employer ID number;
4. Description and dates of services performed;
5. Unit of time and rate of pay on which the requested compensation is based;
6. Contractor's signature.

Appendix C – Requirements for Personal Service

Requirements for Personal Service REQ		Requirements Personal Service Contracts	Attachments To REQ	Personal Service REQ No Contract Requirement
Documentation REQ (description)	**Special Information Header**			
1. Duration of contract/dates of service. Full amount must be encumbered, applicable to the current fiscal year per ORC 131.33. 2. Number of work-hours to be provided (deliverable when hours cannot be specified: no advance payment on a deliverable). 3. Rater per hour/per day. 4. Seminar encumbrances must state number of attendees, price per person, title of class, location, and date. 5. For all REQs, specify other items of expense and rate of reimbursement. Travel expense must be reimbursed pursuant to OBM travel rule 126-1-02, which must be incorporated into the contract. 6. Description of services to be provided. 7. If renewal to previous contract, describe any changes made and reference prior REQ, showing amounts paid on previous REQ.	1. Pre-approval numbers when using account codes that require pre-approval: a) 170(01) = SDC Data Services b) 171 = TEL Telecomm. 2. CB# = Controlling Board number for purchases with dollar amounts $50,000 or more. 3. TERM CNT#, BID#, or OIH when applicable, (ADJ,, BWC, CSR, TTA, and elected officials are exempt from DAS/State Purchasing).	Contracts required for all encumbrances where purchase amount is $500 or greater. 1. Name & address of contractor. 2. Start & end dates of contract (must be within the current biennium) 3. Description of services with all terms, including hourly rate or cost per deliverable and receipts requirement. 4. Dollar amount not to be exceeded for services 5. Dollar amount for travel, if application, as well as OBM travel re 126-1-02 6. ORC section 126.07 7. If a two-year contract, must specify dollar amounts for each fiscal year; cannot exceed current biennium but may include renewal clause. 8. Signatures and dates from agency and vendor 9. Drug Free Workplace (cabinet agencies) 10. Elections law ORC 3517.13 (I) & (J) (cabinet agencies) 11. No advance payments 12. ORC section 102.04 (ethnics law) **If submitting ADDENDUM: Attach addendum to copy of original contract. Addenda are required to have signatures and dates and must be completed prior to the ending date of the contract.**	1. Copy of contract and any addendum 2. Letter of Justification/Delay must be attached if REQ submitted after commencement (ORC 126.07) 3. For temporary services, a letter of waiver from DAS/State Purchasing when services cannot be obtained from temporary services term contract. 4. Tuition payments—Agency authorization, course title, job classification, and memo of certification OAC 123:1-39-07 or applicable collective bargaining contract. 6. Drug Free Workplace compliance (cabinet agencies)	**1.** Seminars 2. Temporary services 3. Term contract 4. OIH = Ohio Industries for the Handicapped 5. Payments to board/commission members not on state payroll 6. Court reporters, legal transcripts, depositions **Agency must provide sufficient information on the face of the REQ.**

RE: Documentation

From:	"Ragland, David" <ODN/ODNSITE/RECIPIENTS/DAVID.RAGLAND>
Sent:	11/23/2012 2:51:26 PM +00:00
To:	1. "Hall, Howard" <ODN/ODNSITE/Recipients/Howard.Hall> 2. "Gedeon, David" <ODN/ODNSITE/Recipients/David.Gedeon>
CC:	"Lisath, Jeff" <ODN/ODNSITE/Recipients/Jeff.Lisath>
Subject:	RE: Documentation

We typically don't require individual contracts, background checks or Federal ID numbers of companies or individuals that we casually do business with. I have the invoices for the individuals in question and I will forward you those. I cannot give you documentation that I simply don't have. We are audited once a year by the Bureau of Audits and this information that you are asking for has never been required, requested or discussed. I will also forward you a copy of the last fiscal audit.

From: Hall, Howard
Sent: Thursday, November 22, 2012 5:54 AM
To: Ragland, David; Gedeon, David
Cc: Lisath, Jeff
Subject: Documentation

I will need documentation for individual draws for the following names from the I & E Fund (7/1/11 thru 11/9/12). I will also need Individual Contracts, Completed Back Ground Checks, Invoices and Federal Tax ID numbers for these individuals.

James Pate

Deron Bell

Doris Terrell

Lucis Allen

Mark Aldridge

Quentin Dar (?)

Sonja Milsap

Tracie Brown

Please provide this information when I return on 12/3/12

Thanks,

Howard Hall, Captain

Dayton Correctional Institution

4104 Germantown Pike

937-263-0060

Please note that an e-mail message, or a portion thereof, may be releasable as a public record in accordance with Chapter 149 of the Ohio Revised Code.

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Sep 18, 2012	I&E 10131

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
THE DERON BELL BAND	CONCERT	$1500.00
	TOTAL AMOUNT of Request	$1500.00

Justification for the expenditure:

CONCERT PERFORMANCE FOR RE-ENTRY DAY -9-18-12

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I&E	$15,253.88

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

~~Warden~~ (Print & Sign):	Institution:
J. Lisath [signature]	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I&E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/Sr
Date: 9/18/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. IE 10131		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) THE DE LON BELL BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance		1500 00
			FOR RE-ENTRY DAY		
			Sept 18, 2012		

Grand Total 1500 00

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature	Date

GEN-1038 (Rev 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Sep 18, 2012	I&E 10132

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
THE LUCIUS ALLEN BAND	CONCERT	$1500.00
	TOTAL AMOUNT of Request	$1500.00

Justification for the expenditure:

CONCERT PERFORMANCE FOR RE-ENTRY DAY 9-18-12

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I&E	$15,253.88

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
J. Lisath [signature]	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned). 1 copy - Institution

---

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I&E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/ Sr
Date: 9/18/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. TE-10132		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date 9-13-12	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) THE LUCIUS AllEN BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert PerFormance		1500.00
			FOR RE-ENTRY DAY		
			Sept 18, 2012		

Grand Total 1500.00

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	[signature]	9-13-12

GEN-1038 (Rev 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Sep 18, 2012	I&E 10133

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment). Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
THE HOT ENCHILADAC	CONCERT	$900.00
	TOTAL AMOUNT of Request	$900.00

Justification for the expenditure:

CONCERT PERFORMANCE FOR RE-ENTRY DAY 9-18-12

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I&E	$15,253.88

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
J. Lisath NK	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned). 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $900.00 from the I&E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 9/18/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. IE 10133

Ordered by (Name of Person & Department/Office)	Date
Order Approved by (Department Head/Office Chief)	Date
Ship to (Name & Address)	Delivery Date
Suggested Vendor (Name & Address) THE HOT ENCHILADA C	
Vendor Contact and Phone No.	

If Term Contract:

Contract No.	
Index No.	
Contract Expiration Date	
Terms	
Tax ID No.	
Price Effective Until	

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance		900.00
			FOR RE-ENTRY DAY		
			SEPT 18 2012		

Grand Total 900.00

Certification of Funds

☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget

Date	Initial
FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	David Rafard	

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

Josey, Sherice

From: Josey, Sherice
Sent: Tuesday, September 18, 2012 9:38 AM
To: Ragland, David
Subject: I&E 10131, 10132 and 10133
Attachments: image2012-09-18-083441.pdf

Attached are your approved requests. I apologize, I did not realize the date of your event.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Jul 13, 2012	DCI 13003

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment). Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
DEVIN FAVORS BAND	CONCERT PERFORMANCE	$1500.00
	TOTAL AMOUNT of Request	$1500.00

RECEIVED
JUL 18 2012
DRC CENTRAL OFFICE

Justification for the expenditure:

PERFORMANCE FOR INMATES YARD DAY

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$45,599.14

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned). 1 copy - Institution

---

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/:
Date: 7/19/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. DCI 13003		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date 7/13/12	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) DEVIN FAVORS BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance		1500.00
			YARD DAY		
					Grand Total

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature [signature]	Date 7/13/12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Jul 13, 2012	DCI 13002

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
LUCIUS ALLEN BAND	CONCERT PERFORMANCE	$1500.00
	TOTAL AMOUNT of Request	$1500.00

Justification for the expenditure:

PERFORMANCE FOR INMATES YARD DAY

RECEIVED
JUL 18 2012
CENTRAL OFFICE

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$45,599.14

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution: Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

---

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/s/
Date: 7/19/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. DCI 13002		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) LUCIUS ALLEN BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance		1500.00
			YARD DAY		
					Grand Total

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature [signature]	Date 7/13/12

GEN-1038 (Rev 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Jul 13, 2012	DCI 13001

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
DERON BELL	CONCERT PERFORMANCE	$1500.00
	TOTAL AMOUNT of Request	$1500.00

RECEIVED
JUL 18 2012
DRC CENTRAL OFFICE

Justification for the expenditure:

PERFORMANCE FOR INMATES YARD DAY

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$45,599.14

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
Macken	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11-11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/kr
Date: 7/19/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. DCI13001		**If Term Contract:**
Ordered by (Name of Person & Department/Office)	Date 7/13/12	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) DERON BELL BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert Performance		1500.00
					Grand Total

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature	Date 7/13/12

GEN-1038 (Rev. 4/87)

Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

Josey, Sherice

From: Josey, Sherice
Sent: Thursday, July 19, 2012 9:57 AM
To: Ragland, David
Subject: I&E DCI13001 - 13004
Attachments: image2012-07-19-095522.pdf

Attached are your approved requests.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Jul 13, 2012	DCI 13004

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
JONATHAN JENNINGS BAND	CONCERT PERFORMANCE	$1500.00
	RECEIVED	
	JUL 1 8 2012 TOTAL AMOUNT of Request	$1500.00

Justification for the expenditure:

PERFORMANCE FOR INMATES ON YARD DAY

DRC CENTRAL OFFICE

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & e	$45,599.14

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
L Mack M	DCI
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & e Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 7/19/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. OCI 13004		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) Jonathan Jennings Band		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert Performance		1500.00
					Grand Total

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature David Hagland	Date 7/13/12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Feb 7, 2012	I & E 10129

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
Mark Akridge Band	Concert Performance	$1500.00
	TOTAL AMOUNT of Request	$1500.00

RECEIVED
FEB 1 5 2012
RC CENTRAL OFFICE

Justification for the expenditure:
Concert for Black History Month

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$94,008.99

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
Mark N	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

---

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/Sr
Date: 2/16/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. I+E 10129

Ordered by (Name of Person & Department/Office)	Date	**If Term Contract:** Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) MARK AKRIDGE BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance		~~750.~~
					1500.—
			Black History Month		
					1500.—
					Grand Total ~~750.~~

Certification of Funds

☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget

Date	Initial
FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase ☑ Yes ☐ No Signature [signature] Date 2-6-12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Feb 7, 2012	I & E 10130

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
Lucius Allen	Concert Performance	$1500.00
	TOTAL AMOUNT of Request	$1500.00

RECEIVED
FEB 1 5 2012
DRC CENTRAL OFFICE

Justification for the expenditure:
Concert for Black History Month

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$94,008.99

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution: Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned). 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/srj
Date: 2/16/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. I+E 10130

Ordered by (Name of Person & Department/Office)	Date	**If Term Contract:** Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) Lucius Allen		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert Performance		1500.—
			Black History Month		
					1500.—
					Grand Total

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	[signature]	2-6-12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Feb 7, 2012	I & E 10131

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
The Fruition Band	Concert Performance	$1500.00
	TOTAL AMOUNT of Request	$1500.00

RECEIVED
FEB 1 5 2012
DRC CENTRAL OFFICE

Justification for the expenditure:
Concert for Black History Month

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$94,008.99

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
R Mack	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelley M Sanders/sr
Date: 2/16/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. JHE 10131

Ordered by (Name of Person & Department/Office)	Date	**If Term Contract:** Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) THE FRUITION BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert performance		1500.—

Grand Total 1500.—

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	[signature]	2-6-12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Feb 1, 2012	I&E 10127

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
DERON BELL BAND	MUSIC PERFORMANCE	$1500~~0~~.00
	TOTAL AMOUNT of Request	$1500~~0~~.00

RECEIVED
FEB 03 2012
DRC CENTRAL OFFICE

Justification for the expenditure:
BLACK HISTORY MONTH DANCE MUSIC PERFORMANCE

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I&E	$92,000.00

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
R Mack N	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $15000.00 from the I&E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 2/6/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. IE 10127

Ordered by (Name of Person & Department/Office)	Date	**If Term Contract:** Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) DERON BELL BAND		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Music Performance	1500.-	1500.-
			Black History Month		
			Date to be announced.		

Grand Total 1500.-

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	[signature]	1-31-12

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
Feb 1, 2012	I&E 10126

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $500.

Vendor Name	Description of Article	Estimated Cost
DAYTON CONTEMPORARY DANCE COMPANY	DANCE PERFORMANCE	$1000.00
	TOTAL AMOUNT of Request	$1000.00

Justification for the expenditure:
BLACK HISTORY MONTH DANCE PERFORMANCE

RECEIVED
FEB 03 2012
DRC CENTRAL OFFICE

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I&E	$92,000.00

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
L Mack N	Dayton Correctional Institution
Date Approved by Operation Support Center:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (11/11) DISTRIBUTION: 2 copies - Operation Support Center (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No.

in the amount of $1000.00 from the I&E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/ Kelly M. Sanders/sr
Date: 2/6/12	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (11/11)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./Order No. JE 101216

Ordered by (Name of Person & Department/Office): Shirley C. Thomas (DTR) Recreation — Date: 1/24/12

Order Approved by (Department Head/Office Chief): — Date:

Ship to (Name & Address): Dayton Corr. Inst 4104 Germantown — Delivery Date: 2/25/12

Suggested Vendor (Name & Address): Dayton Contemporary Dance 840 Germantown St 45402 Dayton, Oh

Vendor Contact and Phone No.: Sharrea McFlock 937-228-3232

If Term Contract:

Contract No.:

Index No.:

Contract Expiration Date:

Terms:

Tax ID No.:

Price Effective Until:

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
			Dayton Contemporary Dance Company 2		$1000.00
			Black History Month Dance Performance		
				Grand Total	$1000.00

Certification of Funds

☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget

Date: — Initial:

FY: — Qtr.:

Business Office/Fiscal Administration Use Only

Approved for Purchase ☑ Yes ☐ No — Signature: [signature] — Date: 1-

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
09/06/11	IE-10094

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $300.

Vendor Name	Description of Article	Estimated Cost
QUENTIN DANIEL	CONCERT PERFORMANCE	$750.00
	TOTAL AMOUNT of Request	$750.00

RECEIVED
SEP 07 2011
RC CENTRAL OFFICE

Justification for the expenditure:
CONCERT PERFORMANCE ON SEPT. 13, 2011

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund	
I & E	$56,353.47

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution: Dayton Correctional Institution
Date Approved by Central Office:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (06/99) DISTRIBUTION: 2 copies - Central Office (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No. ____________

in the amount of $750.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 9/9/11	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (06/99)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. I.E — 10095		If Term Contract:
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) Quentin DANIEL		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert Performance	750.—	750.—
			Sept 13, 11		
					Grand Total 750.—

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature	Date

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file

Josey, Sherice

From: Josey, Sherice
Sent: Friday, September 09, 2011 11:27 AM
To: Ragland, David
Subject: RE: I&E Outside performances

Thanks

From: Ragland, David
Sent: Friday, September 09, 2011 11:24 AM
To: Josey, Sherice
Subject: RE: I&E Outside performances

That was at DCI. This is for MEPRC. This is for Re-Entry Day.

From: Josey, Sherice
Sent: Friday, September 09, 2011 11:22 AM
To: Ragland, David
Subject: I&E Outside performances

Good Morning,

I have five requests for outside performances. Does this include MEPRC? I see that you had 3 last month so I am just inquiring because you are allowed six each fiscal year.

Thanks

Please note that an e-mail message, or a portion thereof, may be releasable as a public record in accordance with Chapter 149 of the Ohio Revised Code

STATE OF OHIO
Department of Rehabilitation and Correction
Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
09/06/11	IE-10095

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $300.

Vendor Name	Description of Article	Estimated Cost
MARK ACKRIDGE	CONCERT PERFORMANCE	$750.00
	TOTAL AMOUNT of Request	$750.00

RECEIVED
SEP 0 7 2011
DRC CENTRAL OFFICE

Justification for the expenditure:
CONCERT PERFORMANCE ON SEPT. 13, 2011

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$56,353.47

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
Mark	Dayton Correctional Institution
Date Approved by Central Office:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (06/99) DISTRIBUTION: 2 copies - Central Office (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No. ____________

in the amount of $750.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/br
Date: 9/9/11	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (06/99)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. TE-10095

Ordered by (Name of Person & Department/Office)	Date	
Order Approved by (Department Head/Office Chief)	Date	
Ship to (Name & Address)	Delivery Date	
Suggested Vendor (Name & Address) MARK ACKRIDGE		
Vendor Contact and Phone No.		

If Term Contract:
Contract No.
Index No.
Contract Expiration Date
Terms
Tax ID No.
Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Concert Performance	750.–	750.–
			Sept 18, 11		

Grand Total 750.–

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	Signature	Date
☑ Yes ☐ No	[signature]	9-1-11

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
09/06/11	IE-10096

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $300.

Vendor Name	Description of Article	Estimated Cost
DORIS BROWN	CONCERT PERFORMANCE	$750.00
	TOTAL AMOUNT of Request	$750.00

RECEIVED
SEP 0 7 2011
DRC CENTRAL OFFICE

Justification for the expenditure:
CONCERT PERFORMANCE ON SEPT. 13, 2011

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$56,353.47

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
R. Mack	Dayton Correctional Institution
Date Approved by Central Office:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (06/99) DISTRIBUTION: 2 copies - Central Office (Certification will be detached from one and returned). 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No. ____________

in the amount of $750.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/Sr.
Date: 9/9/11	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (06/99)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. IE-10096

Ordered by (Name of Person & Department/Office)	Date
Order Approved by (Department Head/Office Chief)	Date
Ship to (Name & Address)	Delivery Date
Suggested Vendor (Name & Address) DORIS BROWN	
Vendor Contact and Phone No.	

If Term Contract:

Contract No.	
Index No.	
Contract Expiration Date	
Terms	
Tax ID No.	
Price Effective Until	

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and Justification	Unit Cost	Total Cost
	1	EA	Concert Performance	750.—	750.—
			Sept 13, 11		

Grand Total 750.—

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature [signature]	Date 9/1/11

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
09/06/11	IE-10097

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $300.

Vendor Name	Description of Article	Estimated Cost
DERON BELL	CONCERT PERFORMANCE	$1,500.00
	TOTAL AMOUNT of Request	$1,500.00

RECEIVED
SEP 07 2011
DRC CENTRAL OFFICE

Justification for the expenditure:
CONCERT PERFORMANCE ON SEPT. 13, 2011

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$56,353.47

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
Mack	Dayton Correctional Institution
Date Approved by Central Office:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (06/99) DISTRIBUTION: 2 copies - Central Office (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No. ____________

in the amount of $1,500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 9/9/11	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (06/99)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. IE-10697		**If Term Contract:**
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) DERON BELL		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	Performance Concert	1500.—	1500.—
			Sept 13, 11		

Grand Total 1500.—

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature [signature]	Date 9-1-11

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

STATE OF OHIO
Department of Rehabilitation and Correction

Request for Approval

To purchase from Industrial and Entertainment, Commissary (equipment), Special, and/or any other Related Fund (§5120.131 Revised Code). To purchase from Employee Vending (§5120.134).

Date:	No.:
09/06/11	IE-10098

We hereby request your approval to expend from the Industrial and Entertainment, Commissary (equipment), Special, and/or other Related Fund, in excess of $300.

Vendor Name	Description of Article	Estimated Cost
LUCIUS ALLEN	PERFORMANCE	$1,500.00
	TOTAL AMOUNT of Request	$1,500.00

RECEIVED
SEP 0 7 2011
DRC CENTRAL OFFICE

Justification for the expenditure:
PERFORMANCE ON SEPT. 13, 2011

Specify the fund from which the above purchase is to be paid and show the balance in the Fund on the date of this request:

Fund:	
I & E	$56,353.47

We hereby certify that the items listed above are for the entertainment and welfare of the patients or inmates of this institution exclusively, and that the prices are the lowest and best obtainable.

Warden (Print & Sign):	Institution:
R. Mack	Dayton Correctional Institution
Date Approved by Central Office:	**Attach three letterhead bids, if not included, please explain.**

DRC 1229 E (06/99) DISTRIBUTION: 2 copies - Central Office (Certification will be detached from one and returned), 1 copy - Institution

Certification of Approval

Institution:
Dayton Correctional Institution

I hereby approve the purchase of the items listed on your Request for Approval No. ____________

in the amount of $1,500.00 from the I & E Fund.

APPROVAL: Department of Rehabilitation and Correction

A/ (Director or Designate):	B/: Kelly M. Sanders/sr
Date: 9/9/11	**This certificate when approved, is to be attached to Pink Copy for permanent Record.**

DRC 1229 E (06/99)

STATE OF OHIO
REQUEST TO PURCHASE

Req. No./ Order No. LE-10098		**If Term Contract:**
Ordered by (Name of Person & Department/Office)	Date	Contract No.
Order Approved by (Department Head/Office Chief)	Date	Index No.
Ship to (Name & Address)	Delivery Date	Contract Expiration Date
Suggested Vendor (Name & Address) LUCIUS ALLEN		Terms
		Tax ID No.
Vendor Contact and Phone No.		Price Effective Until

Funding - Optional

Fund	SPRC	SAC	ADRC	Grant	Rpt. Cat.	Object	Sub-Obj.	Acty. Ctr.	Add. Code	Pay Code

Optional Quantity On Hand	Quantity Ordered	Unit	Item Description, Specifications, and **Justification**	Unit Cost	Total Cost
	1	EA	PERFORMANCE	1500 —	1500. —
			Sept 13, 2011		

Grand Total 1500. —

Certification of Funds	Date	Initial
☐ Funds Available ☐ Funds Not Available ☐ Not Requested in Budget	FY	Qtr.

Business Office/Fiscal Administration Use Only

Approved for Purchase	☑ Yes ☐ No	Signature [signature]	Date 9/1/11

GEN-1038 (Rev. 4/87) Distribution: Forward white and canary copies to Business Office/Fiscal Administration; retain pink copy for your file.

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
1		Prior to System			1/3/2011	2272	Pace Music	GL Legacy Guitar	$ 499.99	1/12/2011
2		Prior to System			1/5/2011	2273	Second Time Around		$ 314.00	1/10/2011
3		Prior to System			1/5/2011	2274	Kuchcinski Safe Pitch	Inv 5013	$ 496.00	1/13/2011
4		Prior to System			1/6/2011	2275	Tracie Brown		$ 480.00	1/6/2011
5		Prior to System			1/6/2011	2276	Johnathan Jennings		$ 1,230.00	1/6/2011
6		Prior to System			1/7/2011	2277	James Pate		$ 300.00	1/7/2011
7		Prior to System			1/10/2011	2278	Dicks' Sporting Goods	Inv. 21471 Acct: 14131	$ 495.06	1/25/2011
8		Prior to System			1/11/2011	2279	Muhaffies Pies		$ 62.00	1/24/2011
9		Prior to System			1/13/2011	2280	Pace Music		$ 499.00	1/14/2011
10		Prior to System			1/20/2011	2281	Pace Music		$ 400.00	1/20/2011
11		Prior to System			1/21/2011	2282	Complete Pet Mart		$ 85.49	1/25/2011
12		Prior to System			1/25/2011	2283	Michael's Pace Guitars		$ 475.00	2/1/2011
13		Prior to System			1/27/2011	2284	AC Green		$ 1,000.00	2/2/2011
14		Prior to System			1/31/2011	2285	Super Champ Inc		$ 480.00	2/8/2011
15		Prior to System			2/2/2011	2286	United States Playing Card Company	Inv 94102711	$ 172.82	2/10/2011
16		Prior to System			2/3/2011	2287	Magazine Subscription Services Agency	Inv. CG-R-48069-00	$ 3,226.12	2/9/2011
17		Prior to System			2/7/2011	2288	Charles Lyons		$ 600.00	2/8/2011
18		Prior to System			2/7/2011	2289	Larry Jones		$ 175.00	2/8/2011
19		Prior to System			2/9/2011	2290	Burmax	Inv. 4333111-00	$ 115.69	2/22/2011
20		Prior to System			2/10/2011	2291	Lowes	Inmate Programming Space	$ 352.01	2/14/2011
21		Prior to System			2/11/2011	2292	James Pate		$ 300.00	2/11/2011
22		Prior to System			2/15/2011	2293	The Bookman	Books	$ 480.00	2/22/2011
23		Prior to System			2/15/2011	2294	Mac Depot	#S-24994-repair	$ 236.00	2/22/2011
24		Prior to System			2/15/2011	2295	Promaxima Manufacturing	Inv 0046914-IN 00DA45417	$ 299.60	3/2/2011
25		Prior to System			2/16/2011	2296	Lucius Allen		$ 480.00	2/16/2011
26		Prior to System			2/16/2011	2297	Lucius Allen		$ 480.00	2/16/2011
27		Prior to System			2/18/2011	2298	Meijer		$ 498.80	2/22/2011
28		Prior to System			2/22/2011	2299	Tracie Brown		$ 480.00	2/22/2011
29		Prior to System			2/23/2011	2300	Lowes	Inmate Programming M unit	$ 192.98	2/25/2011
30		Prior to System			2/24/2011	2301	James Pate		$ 400.00	2/24/2011
31		Prior to System			3/3/2011	2302	Pace Music		$ 495.00	3/3/2011
32		Prior to System			3/3/2011	2303	Tracie Brown		$ 480.00	3/3/2011
33		Prior to System			3/7/2011	2304	Stark Wholesale Electronics Inc.		$ 305.23	3/16/2011
34		Prior to System			3/10/2011	2305	James Pate		$ 300.00	3/10/2011
35		Prior to System			3/15/2011	2306	Tomarkus Jones		$ 300.00	3/15/2011
36		Prior to System			3/15/2011	2307	Tomarkus Jones		$ 300.00	3/15/2011
37		Prior to System			3/17/2011	2308	Gordon Food Service	Inv 775037293; 774055993; 775037793	$ 1,486.30	3/25/2011
38		Prior to System			3/22/2011	2309	Lucius Allen		$ 480.00	3/22/2011
39		Prior to System			3/22/2011	2310	Lucius Allen		$ 480.00	3/22/2011

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
40		Prior to System			3/22/2011	2311	Pepsi Cola	Inv 1350919616	$ 615.72	4/4/2011
41		Prior to System			3/22/2011	2312	Billboard		$ 499.00	3/31/2011
42		Prior to System			3/24/2011	2313	Dicks' Sporting Goods	Inv 22131 Acct 12229	$ 488.67	4/1/2011
43		Prior to System			3/24/2011	2314	James Pate		$ 300.00	3/24/2011
44		Prior to System			3/24/2011	2315	Quentin Daniel		$ 480.00	3/24/2011
45		Prior to System			3/24/2011	2316	Guitar Center		$ 409.98	3/28/2011
46		Prior to System			3/29/2011	2317	Kevin Kerr		$ 350.00	3/30/2011
47		Prior to System			3/30/2011	2318	First Choice Billiards	Inv 01886	$ 472.79	4/5/2011
48		Prior to System			3/30/2011	2319	Cincinnati Ice	Inv C14703	$ 416.00	4/4/2011
49		Prior to System			4/4/2011	2320	Kevin Kerr		$ 350.00	4/6/2011
50		Prior to System			4/5/2011	2321	Dicks' Sporting Goods	Inv 23566; acct 14131	$ 472.74	4/21/2011
51		Prior to System			4/5/2011	2322	Gordon Food Service	Inv. 774057161, 774057756	$ 99.77	4/18/2011
52		Prior to System			4/6/2011	2323	Tracie Brown		$ 480.00	4/6/2011
53		Prior to System			4/6/2011	2324	Tracie Brown		$ 480.00	4/6/2011
54		Prior to System			4/7/2011	2325	James Pate		$ 675.00	4/8/2011
55		Prior to System			4/12/2011	2326	Moses Montgomery		$ 220.00	4/14/2011
56		Prior to System			4/15/2011	2327	Lucius Allen		$ 480.00	4/15/2011
57		Prior to System			4/15/2011	2328	Lucius Allen		$ 480.00	4/15/2011
58		Prior to System			4/19/2011	2329	Deron Bell		$ 800.00	4/19/2011
59		Prior to System			4/19/2011	2330	Deron Bell		$ 480.00	4/19/2011
60		Prior to System			4/21/2011	2331	Gordon Food Service	Inv 774058527, 774058528	$ 92.77	5/3/2011
61		Prior to System			4/21/2011	2332	James Pate		$ 300.00	4/22/2011
62		Prior to System			4/22/2011	2333	Meijer		$ 497.44	4/25/2011
63		Prior to System			4/25/2011	2334	Tuffy Brooks	Inv. 114151, 116697, 115880	$ 1,249.90	5/2/2011
64		Prior to System			4/25/2011	2335	Gordon Food Service	Inv 774058054	$ 499.61	5/3/2011
65		Prior to System			4/28/2011	2336	Johnathan Jennings		$ 800.00	4/28/2011
66		Prior to System			4/28/2011	2337	Johnathan Jennings		$ 490.00	4/28/2011
67		Prior to System			5/3/2011	2338	Walmart		$ 201.67	5/3/2011
68		Prior to System			5/3/2011	2339	Pace Music		$ 484.00	5/5/2011
69		Prior to System			5/3/2011	2340	Lucius Allen		$ 480.00	5/4/2011
70		Prior to System			5/5/2011	2341	James Pate		$ 300.00	5/6/2011
71		Prior to System			5/11/2011	2342	Michael's Pace Guitars		$ 425.00	5/12/2011
72		Prior to System			5/13/2011	2343	Lucius Allen		$ 480.00	5/13/2011
73		Prior to System			5/13/2011	2344	Lucius Allen		$ 480.00	5/13/2011
74		Prior to System			5/13/2011	2345	Burmax	Inv. 44812-00	$ 403.35	5/19/2011
75		Prior to System			5/19/2011	2346	James Pate		$ 425.00	5/20/2011
76		Prior to System			5/24/2011	2347	Gordon Food Service	Inv. 774059386	$ 56.83	6/20/2011
77		Prior to System			5/31/2011	2348	US Postmaster		$ 364.00	5/31/2011
78		Prior to System			5/31/2011	EFT	Target		$ 257.99	6/2/2011
79		Prior to System			6/2/2011	2350	Walmart		$ 313.74	6/2/2011
80		Prior to System			6/1/2011	2351	MacDepot	Inv. I-98123	$ 2,085.60	6/3/2011
81		Prior to System			6/6/2011	2354	James Pate		$ 300.00	6/7/2011
82		Prior to System			6/8/2011	2355	Pepsi Cola	Inv. 87049402	$ 497.70	6/10/2011
83		Prior to System			6/15/2011	2356	Burmax	Inv. 452119-00	$ 205.00	6/20/2011

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
84		Prior to System			6/20/2011	2357	Tuffy Brooks		$ 225.80	6/23/2011
85		Prior to System			6/21/2011	2358	Lucius Allen		$ 480.00	6/21/2011
86		Prior to System			6/21/2011	2359	Lucius Allen		$ 480.00	6/21/2011
87		Prior to System			6/22/2011	2360	Quentin Daniel		$ 480.00	6/22/2011
88		Prior to System			6/22/2011	2361	Quentin Daniel		$ 480.00	6/22/2011
89		Prior to System			6/24/2011	2362	James Pate		$ 350.00	6/24/2011
90		Prior to System			6/28/2011	2363	Gordon Food Service		$ 186.47	6/28/2011
91		Prior to System			6/30/2011	2364	Lucius Allen		$ 480.00	6/30/2011
92		Prior to System			6/30/2011	2365	Lucius Allen		$ 480.00	6/30/2011
93		Prior to System			6/30/2011	2366	Quentin Daniel		$ 480.00	6/30/2011
94		Prior to System			6/30/2011	2367	Quentin Daniel		$ 480.00	6/30/2011
95		Prior to System			7/1/2011	2368	Meijer		$ 497.71	7/5/2011
96		Prior to System			7/8/2011	2369	James Pate		$ 300.00	7/8/2011
97		Prior to System			7/12/2011	2370	Lowes		$ 351.42	7/14/2011
98		Prior to System			7/12/2011	2371	Central Business Group		$ 6,956.90	7/21/2011
99		Prior to System			7/19/2011	2372	Tuffy Brooks	Inc. 114448, 117339, 117355, 117374	$ 924.60	8/11/2011
100		Prior to System			7/20/2011	2373	Swank Motion Picture Inc		$ 2,666.25	8/3/2011
101		Prior to System			7/21/2011	2375	James Pate		$ 300.00	7/22/2011
102		Prior to System			7/24/2011	2376	Walmart		$ 271.06	7/26/2011
103		Prior to System			7/26/2011	2377	Meijer		$ 97.02	7/29/2011
104		Prior to System			7/27/2011	2378	Meijer		$ 216.00	8/1/2011
105		Prior to System			7/29/2011	2379	Quentin Daniel		$ 480.00	7/29/2011
106		Prior to System			7/29/2011	2380	Lucius Allen		$ 480.00	7/29/2011
107		Prior to System			7/29/2011	2381	Lucius Allen		$ 480.00	7/29/2011
108		Prior to System			7/29/2011	2382	Quentin Daniel		$ 480.00	7/29/2011
109		Prior to System			7/29/2011	2383	Deron Bell		$ 480.00	8/1/2011
110		Prior to System			7/29/2011	2384	Deron Bell		$ 480.00	8/1/2011
111		Prior to System			8/11/2011	2385	James Pate		$ 600.00	8/12/2011
112		Prior to System			8/11/2011	2386	Terry Troutman Productions		$ 499.99	8/11/2011
113		Prior to System			8/15/2011	2387	Charles Oliver		$ 500.00	8/16/2011
114		Prior to System			8/15/2011	2388	Meijer		$ 499.29	8/18/2011
115		Prior to System			8/16/2011	2389	Quentin Daniel		$ 750.00	8/16/2011
116		Prior to System			8/16/2011	2390	Mark Ackridge		$ 750.00	8/16/2011
117		Prior to System			8/16/2011	2391	Nancy Sells		$ 399.00	8/19/2011
118		Prior to System			8/16/2011	2392	Deborah Oliver		$ 499.00	8/18/2011
119		Prior to System			8/16/2011	2393	Jamil Oliver		$ 250.00	8/18/2011
120		Prior to System			8/16/2011	2394	Lucius Allen		$ 1,900.00	8/16/2011
121		Prior to System			8/16/2011	2395	Deron Bell		$ 1,980.00	8/16/2011
122		Prior to System			8/16/2011	2396	Dicks' Sporting Goods	Inv. 24521	$ 485.30	8/25/2011
123		Prior to System			8/18/2011	2397	Prime Time Party Rentals		$ 893.70	8/30/2011
124		Prior to System			8/18/2011	2398	Mahaffies Pies		$ 222.00	8/26/2011

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
125		Prior to System			8/18/2011	2399	Home City Ice		$ 420.00	8/29/2011
126		Prior to System			8/25/2011	2400	James Pate		$ 300.00	8/25/2011
127	25988486	9/1/2011	Org. Withdrawal	walkerct	9/1/2011	2402	Gordon Food Service		$ 424.83	9/2/2011
128	25992897	9/1/2011	Org. Withdrawal	walkerct	9/1/2011	2403	Gordon Food Service		$ 495.92	9/13/2011
129	26195073	9/13/2011	Org. Withdrawal	gedeondc	9/13/2011	2418	Quentin Daniel		$ 750.00	9/13/2011
130	26809556	10/27/2011	Org. Withdrawal	walkerct	10/27/2011	2432	Meijer		$ 497.53	10/31/2011
131	26930682	11/3/2011	Org. Withdrawal	gedeondc	11/3/2011	2434	Meijer		$ 452.99	11/7/2011
132	26987596	11/4/2011	Org. Withdrawal	walkerct	11/4/2011	2435	Meijer		$ 499.86	11/7/2011
133	27178661	11/18/2011	Org. Withdrawal	walkerct	11/18/2011	2439	Meijer		$ 499.60	11/22/2011
134	27216349	11/22/2011	Org. Withdrawal	walkerct	11/25/2011	2440	Walmart		$ 58.59	11/25/2011
135	27373804	12/5/2011	Org. Withdrawal	gedeondc	12/6/2011	2446	Walmart		$ 114.07	12/6/2011
136	27563772	12/14/2011	Org. Withdrawal	walkerct	12/14/2011	2456	Glenn Stiles		$ 100.00	12/19/2011
137	27587513	12/15/2011	Org. Withdrawal	gedeondc	12/15/2011	2461	meijer		$ 497.70	12/19/2011
138	27684023	12/23/2011	Org. Withdrawal	gedeondc	12/23/2011	2465	Board of Cosmetology		$ 75.00	1/30/2012
139	28413905	2/8/2012	Org. Withdrawal	walkerct	2/8/2012	2487	Sally's Beauty Supply		$ 70.45	2/15/2012
140	28414071	2/8/2012	Org. Withdrawal	walkerct	2/8/2012	2488	Sally's Beauty Supply		$ 269.19	2/15/2012
141	28414217	2/8/2012	Org. Withdrawal	walkerct	2/8/2012	2489	Sally's Beauty Supply		$ 209.31	2/15/2012
142	28433460	2/9/2012	Org. Withdrawal	gedeondc	2/9/2012	2490	Meijer	Bingo prizes	$ 356.57	2/13/2012
143	28510421	2/16/2012	Org. Withdrawal	walkerct	2/15/2012	2501	Johnathan Jennings		$ 200.00	2/21/2012
144	28604331	2/24/2012	Org. Withdrawal	walkerct	2/24/2012	2506	Dayton Contemporary Dance Company		$ 1,000.00	2/27/2012
145	28782804	3/7/2012	Org. Withdrawal	walkerct		2515	Sally's Beauty Supply	Inv. CQ-00336-02-2-71880	$ 98.42	3/22/2012
146	28792504	3/8/2012	Org. Withdrawal	walkerct	36/8/12	2516	Sally's Beauty Supply	Inv. 715632	$ 74.74	3/22/2012
147	28965252	3/16/2012	Org. Withdrawal	walkerct	3/16/2012	2518	Sally Beauty Supply		$ 159.00	3/22/2012
148	29027895	3/22/2012	Org. Withdrawal	walkerct	3/20/2012	2522	Quentin Daniel		$ 480.00	3/20/2012
149	29027919	3/22/2012	Org. Withdrawal	walkerct	3/20/2012	2523	Lucius Allen		$ 480.00	3/20/2012
150	29027704	3/22/2012	Org. Withdrawal	walkerct	3/22/2012	2524	Dicks' Sporting Goods		$ 491.78	4/10/2012
151	29557620	4/27/2012	Org. Withdrawal	walkerct	4/27/2012	2545	Inmate Personal		$ 229.80	4/27/2012
152	29831812	5/10/2012	Org. Withdrawal	gedeondc	5/9/2012	2559	James Pate		$ 400.00	5/9/2012
153	29831815	5/10/2012	Org. Withdrawal	gedeondc	5/9/2012	2560	Lucius Allen		$ 480.00	5/9/2012
154	29831816	5/10/2012	Org. Withdrawal	gedeondc	5/10/2012	2561	Meijer		$ 499.00	5/14/2012
155	29920811	5/18/2012	Org. Withdrawal	walkerct	5/16/2012	2562	Quincy Tarver		$ 100.00	5/16/2012
156	29920815	5/18/2012	Org. Withdrawal	walkerct	5/16/2012	2563	Sonja Millsap		$ 480.00	5/16/2012
157	29920819	5/18/2012	Org. Withdrawal	walkerct	5/16/2012	2564	Lucius Allen		$ 480.00	5/16/2012
158	30029815	5/30/2012	Org. Withdrawal	gedeondc	5/24/2012	2574	Meijer		$ 481.69	5/30/2012
159	30040445	5/31/2012	Org. Withdrawal	walkerct	5/31/2012	2581	Inmate Personal		$ 8.00	5/31/2012
160	30040484	5/31/2012	Org. Withdrawal	walkerct	5/31/2012	2582	Inmate Personal		$ 12.00	5/31/2012
161	30307902	6/13/2012	Org. Withdrawal	gedeondc	6/13/2012	2597	Sally's		$ 368.25	6/14/2012
162	30320863	6/14/2012	Org. Withdrawal	walkerct	6/14/2012	2599	James Pate		$ 300.00	6/14/2012
163	30353863	6/18/2012	Org. Withdrawal	gedeondc	6/16/2012	2600	Cousin Vinny's		$ 252.00	6/18/2012
164	30458317	6/27/2012	Org. Withdrawal	gedeondc	6/20/2012	2608	Tammy Toliver		$ 100.00	6/20/2012
165	30458330	6/27/2012	Org. Withdrawal	gedeondc	6/16/2012	2609	Bonita Rogers		$ 150.00	6/28/2012
166	30458477	6/27/2012	Org. Withdrawal	gedeondc	6/27/2012	2610	Postmaster		$ 436.00	6/29/2012
167	30567788	7/3/2012	Org. Withdrawal	walkerct	6/29/2012	2619	Brandon Huguely		$ 250.00	7/2/2012

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
168	30796156	7/17/2012	Org. Withdrawal	gedeondc	7/16/2012	2637	Brandon Hugely		$ 200.00	7/17/2012
169	30811474	7/18/2012	Org. Withdrawal	gedeondc	7/18/2012	2638	Lucius Allen		$ 480.00	7/18/2012
170	30939476	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2643	Jamil Oliver		$ 450.00	7/25/2012
171	30939488	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2644	James Pate		$ 500.00	7/26/2012
172	30939491	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2645	Snja Milsap - check shows Sonya Milsap		$ 500.00	7/25/2012
173	30939496	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2646	Quincy Taylor - check shows Quincy Tarver		$ 500.00	7/25/2012
174	30939499	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2647	Daniel Cook		$ 500.00	7/24/2012
175	30939501	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2648	Marcellus farmer		$ 250.00	7/25/2012
176	30939515	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2653	Nacy Sells - check shows Nancy Sells		$ 399.00	7/25/2012
177	30939518	7/31/2012	Org. Withdrawal	gedeondc	7/24/2012	2654	David Caldwell		$ 500.00	7/24/2012
178	31297533	8/21/2012	Org. Withdrawal	gedeondc	8/16/2012	2664	Latisha Taylor		$ 480.00	8/16/2012
179	31297536	8/21/2012	Org. Withdrawal	gedeondc	8/16/2012	2665	Lucius Allen		$ 480.00	8/16/2012
180	31297539	8/21/2012	Org. Withdrawal	gedeondc	8/16/2012	2666	James Pate		$ 500.00	8/21/2012
181	31297553	8/21/2012	Org. Withdrawal	gedeondc	8/20/412	2668 - check shows 2667	Crown Point Christian Bookstore	INV 101 & 100	$ 819.76	8/28/2012
182	31297641	8/21/2012	Org. Withdrawal	gedeondc	8/21/2012	2668	Jamsports		$ 480.00	8/22/2012
183		Not entered into system			8/21/2012	2669	Dayton Musician Service		$ 97.93	8/27/2012
184		Not entered into system			8/30/2012	2676	James Pate		$ 500.00	8/30/2012
185		Not entered into system			9/2/2012	2680	Jamil Oliver		$ 250.00	9/4/2012
186	31669974	9/13/2012	Org. Withdrawal	gedeondc	9/11/2012	2685	Sally Beauty Supply		$ 258.46	9/26/2012
187		Not entered into system			9/12/2012	2686	Lucuis Allen		$ 480.00	9/12/2012
188		Not entered into system			9/13/2012	2688	James Pate		$ 300.00	9/13/2012
189		Not entered into system			9/12/2012	2691	Devin Favors		$ 480.00	9/18/2012
190		Not entered into system			9/18/2012	2693	Daniel Cook		$ 500.00	9/18/2012
191		Not entered into system			10/5/2012	2699	Lucius Allen		$ 500.00	10/5/2012
192		Not entered into system			10/10/2012	2705	James Pate		$ 600.00	10/11/2012
193	32189466	10/23/2012	Org. Withdrawal	gedeondc	10/15/2012	2708	Sally Beauty Supply	inv 736498	$ 206.85	10/16/2012
194	32189550	10/23/2012	Org. Withdrawal	gedeondc	10/23/2012	2711	Meijer	inv 863	$ 350.40	10/30/2012
195		Not entered into system			10/25/2012	2712	Tracie Brown		$ 480.00	10/25/2012
196		Not entered into system			10/31/2012	2713	Lucius Allen		$ 480.00	10/31/2012
197		Not entered into system			10/31/2012	2715	Quentin Daniel		$ 480.00	11/1/2012
198		Not entered into system			11/2/2012	2716	Mahaffies		$ 975.00	11/9/2012
199		Not entered into system			11/2/2012	2717	Devin Favors		$ 480.00	11/2/2012
200		Not entered into system			11/5/2012	2718	James Pate		$ 300.00	11/5/2012
201		Not entered into system			11/5/2012	2719	James Pate		$ 300.00	11/5/2012
202		Not entered into system			12/5/2012	2720	Robert Hood		$ 200.00	12/5/2012
203	33059002	12/17/2012	Org. Withdrawal	gedeondc	12/14/2012	2721	JoAnn Fabrics	Supplies for visiting room children	$ 41.40	12/14/2012
204	33059004	12/17/2012	Org. Withdrawal	gedeondc	12/14/2012	2723	Lucius Allen		$ 480.00	12/17/2012
205	33059005	12/17/2012	Org. Withdrawal	gedeondc	12/17/2012	2724	Devin Favors		$ 480.00	12/17/2012
206	33067918	12/18/2012	Org. Withdrawal	gedeondc	12/18/2012	2725	All Occassions		$ 176.44	12/19/2012

Exhibit 7

No.	Task No.	Date	Task Type	User	Check Date	Check No	Pay To	Comment	Amount	Date Cleared Bank
207		Not entered into system			12/20/2012	2728	Jam Sports		$ 480.00	12/20/2012
208	33105819	12/20/2012	Org. Withdrawal	gedeondc	12/20/2012	2729	Craig Powell/Powernet	donation	$ 400.00	12/20/2012
209	33261911	1/3/2013	Org. Withdrawal	weemsj	1/3/2013	2730	Ohio State Board of Cosmetology	Salon License - Inmate	$ 60.00	1/15/2013

Date	Check Date	Check No.	Pay To	Comment	Amount	Authorized Signature on Front
Not entered into system	8/7/2012	2660	Lucius Allen		$ 480.00	David Ragland
Not entered into system	8/21/2012	2669	Dayton Musician Service		$ 97.93	David Ragland
Not entered into system	8/21/2012	2670	Tracie Brown		$ 480.00	David Ragland
Not entered into system	8/21/2012	2671	Quentin Daniel		$ 480.00	David Ragland
Not entered into system	8/24/2012	2672	Hauer Music	Inv 932938	$ 257.10	David Ragland
Not entered into system	8/24/2012	2673	Devin Favors		$ 480.00	David Ragland
Not entered into system	8/29/2012	2674	Lucius Allen		$ 480.00	David Ragland
Not entered into system	8/29/2012	2675	Lucius Allen		$ 480.00	David Ragland
Not entered into system	8/30/2012	2676	James Pate		$ 500.00	David Ragland
Not entered into system	8/30/2012	2677	Tracie Brown		$ 480.00	David Ragland
Not entered into system	8/30/2012	2678	Latisha Taylor		$ 480.00	David Ragland
Not entered into system	9/2/2012	2680	Jamil Oliver		$ 250.00	David Ragland
Not entered into system	9/5/2012	2681	Devin Favors		$ 480.00	David Ragland
Not entered into system	9/5/2012	2682	Quentin Daniel		$ 480.00	David Ragland
Not entered into system	9/5/2012	2683	Emika Sturdivant		$ 480.00	David Ragland
Not entered into system	9/12/2012	2686	Lucuis Allen		$ 480.00	David Ragland
Not entered into system	9/12/2012	2687	Tracie Brown		$ 480.00	David Ragland
Not entered into system	9/13/2012	2688	James Pate		$ 300.00	David Ragland
Not entered into system	9/18/2012	2689	Deron Bell		$ 1,500.00	David Ragland
Not entered into system	9/18/2012	2690	Lucius Allen		$ 1,500.00	David Ragland
Not entered into system	9/12/2012	2691	Devin Favors		$ 480.00	David Ragland
Not entered into system	9/18/2012	2692	Doris Terrell		$ 500.00	David Ragland
Not entered into system	9/18/2012	2693	Daniel Cook		$ 500.00	David Ragland
Not entered into system	9/18/2012	2694	Terry Harris		$ 1,500.00	David Ragland
Not entered into system	9/21/2012	2695	Tracie Brown		$ 480.00	David Ragland
Not entered into system	9/25/2012	2696	The Mighty Inspirations		$ 500.00	David Ragland
Not entered into system	9/25/2012	2697	Lucius Allen		$ 500.00	David Ragland
Not entered into system	9/28/2012	2698	Anthony Cremeans		$ 480.00	David Ragland
Not entered into system	10/5/2012	2699	Lucius Allen		$ 500.00	David Ragland
Not entered into system	10/5/2012	2700	Quentin Daniel		$ 480.00	David Ragland
Not entered into system	10/10/2012	2701	Lucius Allen		$ 480.00	David Ragland

Exhibit 8

Date	Check Date	Check No.	Pay To	Comment	Amount	Authorized Signature on Front
Not entered into system	10/10/2012	2702	Hauer Music		$ 56.10	David Ragland
Not entered into system	10/10/2012	2703	Lacey & Company		$ 462.00	David Ragland
Not entered into system	10/10/2012	2704	Devin Favors		$ 480.00	David Ragland
Not entered into system	10/10/2012	2705	James Pate		$ 600.00	David Ragland
Not entered into system	10/10/2012	2706	Tracie Brown		$ 500.00	David Ragland
Not entered into system	10/15/2012	2707	Second Time Around		$ 496.00	David Ragland
Not entered into system	10/25/2012	2712	Tracie Brown		$ 480.00	David Ragland
Not entered into system	10/31/2012	2713	Lucius Allen		$ 480.00	David Ragland
Not entered into system	10/31/2012	2714	Doris Terrell		$ 480.00	David Ragland
Not entered into system	10/31/2012	2715	Quentin Daniel		$ 480.00	David Ragland
Not entered into system	11/2/2012	2716	Mahaffies		$ 975.00	David Ragland
Not entered into system	11/2/2012	2717	Devin Favors		$ 480.00	David Ragland
Not entered into system	11/5/2012	2718	James Pate		$ 300.00	David Ragland
Not entered into system	11/5/2012	2719	James Pate		$ 300.00	David Ragland
Not entered into system	12/5/2012	2720	Robert Hood		$ 200.00	David Ragland
Not entered into system	12/19/2012	2726	Cirque D Arts Theater		$ 400.00	David Ragland
Not entered into system	12/19/2012	2727	Tyrese Burnett		$ 300.00	David Ragland
Not entered into system	12/20/2012	2728	Jam Sports		$ 480.00	David Ragland

Exhibit 9

Task No.	Date	Task Type	User	Check Date	Check No.	Pay To	Amount	Authorized Signature on Front of Check
27423110	12/8/2011	Org. Withdrawal	walkerct	Did not clear bank	2451	Santa Stiles Inc.	(100.00)	Did not clear bank
27540085	12/13/2011	Org. Withdrawal	walkerct	Did not clear bank	2455	Gordon Food Service	(499.00)	Did not clear bank
30168504	6/7/2012	Org. Withdrawal	walkerct	Did not clear bank	2590	Sally Beauty Supply	(17.95)	Did not clear bank
31298136	8/21/2012	Org. Withdrawal	raglandde	Did not clear bank	2601	Dayton Musician Service	(97.93)	Did not clear bank
31298187	8/21/2012	Org. Withdrawal	raglandde	Did not clear bank	2602	Tracie Brown	(480.00)	Did not clear bank
31298209	8/21/2012	Org. Withdrawal	raglandde	Did not clear bank	2603	Quentin Daniel	(480.00)	Did not clear bank
31342604	8/24/2012	Org. Withdrawal	raglandde	Did not clear bank	2604	Hauer Music	(257.10)	Did not clear bank
31342610	8/24/2012	Org. Withdrawal	raglandde	Did not clear bank	2605	Devin Favors	(480.00)	Did not clear bank
30386367	6/20/2012	Org. Withdrawal	walkerct	Did not clear bank	2606	Lucius Allen	(480.00)	Did not clear bank
31401118	8/30/2012	Org. Withdrawal	raglandde	Did not clear bank	2607	Lucuis Allen	(480.00)	Did not clear bank
31401619	8/30/2012	Org. Withdrawal	raglandde	Did not clear bank	2608	James Pate	(500.00)	Did not clear bank
31401645	8/30/2012	Org. Withdrawal	raglandde	Did not clear bank	2609	Tracie Brown	(480.00)	Did not clear bank
31401658	8/30/2012	Org. Withdrawal	raglandde	Did not clear bank	2610	LaTisha Taylor	(480.00)	Did not clear bank
31466314	9/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2611	Jamil Oliver	(250.00)	Did not clear bank
31495300	9/5/2012	Org. Withdrawal	gedeondc	Did not clear bank	2612	Devin Favors	(480.00)	Did not clear bank
31495339	9/5/2012	Org. Withdrawal	gedeondc	Did not clear bank	2613	Quentin Daniel	(480.00)	Did not clear bank
31495354	9/5/2012	Org. Withdrawal	gedeondc	Did not clear bank	2614	Emika Sturdivant	(480.00)	Did not clear bank
31646205	9/12/2012	Org. Withdrawal	raglandde	Did not clear bank	2615	Lucuis Allen	(480.00)	Did not clear bank
31661056	9/13/2012	Org. Withdrawal	raglandde	Did not clear bank	2616	Tracie Brown	(480.00)	Did not clear bank
31661065	9/13/2012	Org. Withdrawal	raglandde	Did not clear bank	2617	James Pate	(300.00)	Did not clear bank
31713345	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2618	Deron Bell	(1,500.00)	Did not clear bank
31713367	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2619	Lucuis Allen	(1,500.00)	Did not clear bank
31713387	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2620	Devin Favors	(480.00)	Did not clear bank
31713405	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2621	Doris Terrell	(500.00)	Did not clear bank
31721127	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2622	Terry Harris	(1,500.00)	Did not clear bank
31721186	9/18/2012	Org. Withdrawal	raglandde	Did not clear bank	2623	Doris Terrell	(500.00)	Did not clear bank
31763379	9/21/2012	Org. Withdrawal	raglandde	Did not clear bank	2624	Tracie Brown	(480.00)	Did not clear bank
31808923	9/26/2012	Org. Withdrawal	raglandde	Did not clear bank	2625	The Mighty Inspirations	(500.00)	Did not clear bank
31808946	9/26/2012	Org. Withdrawal	raglandde	Did not clear bank	2626	Lucuis Allen	(500.00)	Did not clear bank
31828738	9/28/2012	Org. Withdrawal	raglandde	Did not clear bank	2627	Anthony Cremeans	(480.00)	Did not clear bank
31988760	10/5/2012	Org. Withdrawal	raglandde	Did not clear bank	2628	Lucuis Allen	(500.00)	Did not clear bank
31988767	10/5/2012	Org. Withdrawal	raglandde	Did not clear bank	2629	Quentin Daniel	(480.00)	Did not clear bank
32074044	10/11/2012	Org. Withdrawal	raglandde	Did not clear bank	2630	Lucuis Allen	(480.00)	Did not clear bank
32074048	10/11/2012	Org. Withdrawal	raglandde	Did not clear bank	2631	Hauer Music	(56.10)	Did not clear bank
32074058	10/11/2012	Org. Withdrawal	raglandde	Did not clear bank	2632	Lacey & Company	(462.00)	Did not clear bank
32074067	10/11/2012	Org. Withdrawal	raglandde	Did not clear bank	2633	Devin Favors	(480.00)	Did not clear bank
32090719	10/12/2012	Org. Withdrawal	raglandde	Did not clear bank	2634	Tracie Brown	(500.00)	Did not clear bank
32090727	10/12/2012	Org. Withdrawal	raglandde	Did not clear bank	2635	James Pate	(600.00)	Did not clear bank
32108651	10/15/2012	Org. Withdrawal	raglandde	Did not clear bank	2636	Second Time Around	(496.00)	Did not clear bank

Exhibit 9

Task No.	Date	Task Type	User	Check Date	Check No.	Pay To	Amount	Authorized Signature on Front of Check
32224088	10/25/2012	Org. Withdrawal	raglandde	Did not clear bank	2637	Tracie Brown	(480.00)	Did not clear bank
32340724	11/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2639	Doris Terrell	(480.00)	Did not clear bank
32340727	11/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2640	Quentin Daniel	(480.00)	Did not clear bank
32340728	11/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2641	Lucuis Allen	(480.00)	Did not clear bank
32340734	11/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2642	Devin Favors	(480.00)	Did not clear bank
32340736	11/2/2012	Org. Withdrawal	raglandde	Did not clear bank	2643	Mehaffies Pies	(475.00)	Did not clear bank
32389925	11/7/2012	Org. Withdrawal	raglandde	Did not clear bank	2644	James Pate	(300.00)	Did not clear bank
32389935	11/7/2012	Org. Withdrawal	raglandde	Did not clear bank	2645	James Pate	(300.00)	Did not clear bank
32881686	12/6/2012	Org. Withdrawal	raglandde	Did not clear bank	2646	Robert Hood	(200.00)	Did not clear bank
33086698	12/19/2012	Org. Withdrawal	raglandde	Did not clear bank	2649	Tyrese Burnett	(300.00)	Did not clear bank
33086709	12/19/2012	Org. Withdrawal	raglandde	Did not clear bank	2650	Cirque d' Arts Theater	(400.00)	Did not clear bank
33102530	12/20/2012	Org. Withdrawal	raglandde	Did not clear bank	2651	jamsports	(480.00)	Did not clear bank
31297528	8/21/2012	Org. Withdrawal	gedeondc	Did not clear bank	2663	Tracie Brown	(480.00)	Did not clear bank

No.	Task No.	Date	Task Type	User	Check	Pay To	Comment	Memo	Amount
1	30386274	6/20/2012	Org. Withdrawal	walkerct	2603	Sonja Milsap			$ (480.00)
	31298209	8/21/2012	Org. Withdrawal	raglandde	2603	Quentin Daniel			$ (480.00)
2	30386292	6/20/2012	Org. Withdrawal	walkerct	2604	Quincy Tarver			$ (150.00)
	31342604	8/24/2012	Org. Withdrawal	raglandde	2604	Hauer Music			$ (257.10)
3	30386314	6/20/2012	Org. Withdrawal	walkerct	2605	Roger Parker			$ (125.00)
	31342610	8/24/2012	Org. Withdrawal	raglandde	2605	Devin Favors			$ (480.00)
4	30386367	6/20/2012	Org. Withdrawal	walkerct	2606	Lucius Allen			$ (480.00)
	31392384	8/29/2012	Org. Withdrawal	raglandde	2606	Lucuis Allen			$ (480.00)
5	30390189	6/20/2012	Org. Withdrawal	walkerct	2607	Deron Bell			$ (480.00)
	31401118	8/30/2012	Org. Withdrawal	raglandde	2607	Lucuis Allen			$ (480.00)
6	30458317	6/27/2012	Org. Withdrawal	gedeondc	2608	Tammy Toliver			$ (100.00)
	31401619	8/30/2012	Org. Withdrawal	raglandde	2608	James Pate			$ (500.00)
7	30458330	6/27/2012	Org. Withdrawal	gedeondc	2609	Bonita Rogers			$ (150.00)
	31401645	8/30/2012	Org. Withdrawal	raglandde	2609	Tracie Brown			$ (480.00)
8	30458477	6/27/2012	Org. Withdrawal	gedeondc	2610	Postmaster			$ (436.00)
	31401658	8/30/2012	Org. Withdrawal	raglandde	2610	LaTisha Taylor			$ (480.00)
9	30464659	6/27/2012	Org. Withdrawal	walkerct	2611	Lucius Allen			$ (480.00)
	31466314	9/2/2012	Org. Withdrawal	raglandde	2611	Jamil Oliver			$ (250.00)
10	30464779	6/27/2012	Org. Withdrawal	walkerct	2612	Sonja Milsap			$ (480.00)
	31495300	9/5/2012	Org. Withdrawal	gedeondc	2612	Devin Favors			$ (480.00)
11	30465378	6/27/2012	Org. Withdrawal	walkerct	2613	Quincy Tarver			$ (175.00)
	31495339	9/5/2012	Org. Withdrawal	gedeondc	2613	Quentin Daniel			$ (480.00)

No.	Task No.	Date	Task Type	User	Check	Pay To	Comment	Memo	Amount
12	30465421	6/27/2012	Org. Withdrawal	walkerct	2614	Roger Parker			$ (125.00)
	31495354	9/5/2012	Org. Withdrawal	gedeondc	2614	Emika Sturdivant			$ (480.00)
13	30474793	6/28/2012	Org. Withdrawal	walkerct	2615	Jam Sports			$ (500.00)
	31646205	9/12/2012	Org. Withdrawal	raglandde	2615	Lucuis Allen			$ (480.00)
14	30474871	6/28/2012	Org. Withdrawal	walkerct	2617	Devin Favors			$ (500.00)
	30475838	6/28/2012	Org. Withdrawal	walkerct	2617	Hauer Music Co.			$ (396.14)
	31661065	9/13/2012	Org. Withdrawal	raglandde	2617	James Pate			$ (300.00)
15	30476816	6/28/2012	Org. Withdrawal	walkerct	2618	James Pate			$ (300.00)
	31713345	9/18/2012	Org. Withdrawal	raglandde	2618	Deron Bell			$ (1,500.00)
16	30567788	7/3/2012	Org. Withdrawal	walkerct	2619	Brandon Huguely			$ (250.00)
	31713367	9/18/2012	Org. Withdrawal	raglandde	2619	Lucuis Allen			$ (1,500.00)
17	30567753	7/3/2012	Org. Withdrawal	walkerct	2620	James Pate			$ (300.00)
	31713387	9/18/2012	Org. Withdrawal	raglandde	2620	Devin Favors			$ (480.00)
18	30567819	7/3/2012	Org. Withdrawal	walkerct	2621	Mark Akridge			$ (480.00)
	31713405	9/18/2012	Org. Withdrawal	raglandde	2621	Doris Terrell			$ (500.00)
19	30567853	7/3/2012	Org. Withdrawal	walkerct	2622	Tracie Brown			$ (480.00)
	31721127	9/18/2012	Org. Withdrawal	raglandde	2622	Terry Harris			$ (1,500.00)
20	30567888	7/3/2012	Org. Withdrawal	walkerct	2623	Latisha Taylor			$ (480.00)
	31721186	9/18/2012	Org. Withdrawal	raglandde	2623	Doris Terrell			$ (500.00)
21	30569286	7/3/2012	Org. Withdrawal	walkerct	2624	Quentin Daniel			$ (480.00)
	31763379	9/21/2012	Org. Withdrawal	raglandde	2624	Tracie Brown			$ (480.00)
22	30569368	7/3/2012	Org. Withdrawal	walkerct	2625	Lucius Allen			$ (480.00)
	31808923	9/26/2012	Org. Withdrawal	raglandde	2625	The Mighty Inspirations			$ (500.00)

No.	Task No.	Date	Task Type	User	Check	Pay To	Comment	Memo	Amount
23	30796139	7/17/2012	Org. Withdrawal	gedeondc	2626	Lucius Allen			$ (480.00)
	31808946	9/26/2012	Org. Withdrawal	raglandde	2626	Lucuis Allen			$ (500.00)
24	30796141	7/17/2012	Org. Withdrawal	gedeondc	2627	Tammy Tolliver			$ (100.00)
	31828738	9/28/2012	Org. Withdrawal	raglandde	2627	Anthony Cremeans			$ (480.00)
25	30796143	7/17/2012	Org. Withdrawal	gedeondc	2628	Macrceilus Farmer			$ (125.00)
	31988760	10/5/2012	Org. Withdrawal	raglandde	2628	Lucuis Allen			$ (500.00)
26	30796146	7/17/2012	Org. Withdrawal	gedeondc	2629	Roger Parker			$ (125.00)
	31988767	10/5/2012	Org. Withdrawal	raglandde	2629	Quentin Daniel			$ (480.00)
27	30796147	7/17/2012	Org. Withdrawal	gedeondc	2630	Lucius Allen			$ (480.00)
	32074044	10/11/2012	Org. Withdrawal	raglandde	2630	Lucuis Allen			$ (480.00)
28	30796149	7/17/2012	Org. Withdrawal	gedeondc	2631	Deron Bell			$ (480.00)
	32074048	10/11/2012	Org. Withdrawal	raglandde	2631	Hauer Music			$ (56.10)
29	30796151	7/17/2012	Org. Withdrawal	gedeondc	2632	Daniel Cox			$ (480.00)
	32074058	10/11/2012	Org. Withdrawal	raglandde	2632	Lacey & Company			$ (462.00)
30	30796152	7/17/2012	Org. Withdrawal	gedeondc	2633	Quincy Tarver			$ (150.00)
	32074067	10/11/2012	Org. Withdrawal	raglandde	2633	Devin Favors			$ (480.00)
31	30796153	7/17/2012	Org. Withdrawal	gedeondc	2634	Sonja Milsap			$ (480.00)
	32090719	10/12/2012	Org. Withdrawal	raglandde	2634	Tracie Brown			$ (500.00)
32	30796154	7/17/2012	Org. Withdrawal	gedeondc	2635	Jam Sports			$ (480.00)
	32090727	10/12/2012	Org. Withdrawal	raglandde	2635	James Pate			$ (600.00)
33	30796155	7/17/2012	Org. Withdrawal	gedeondc	2636	Lucius Allen			$ (480.00)
	32108651	10/15/2012	Org. Withdrawal	raglandde	2636	Second Time Around			$ (496.00)

Exhibit 10

No.	Task No.	Date	Task Type	User	Check	Pay To	Comment	Memo	Amount
34	30796156	7/17/2012	Org. Withdrawal	gedeondc	2637	Brandon Hugely			$ (200.00)
	32224088	10/25/2012	Org. Withdrawal	raglandde	2637	Tracie Brown			$ (480.00)
35	30811483	7/18/2012	Org. Withdrawal	gedeondc	2639	Marcellus Farmer			$ (125.00)
	32340724	11/2/2012	Org. Withdrawal	raglandde	2639	Doris Terrell			$ (480.00)
36	30811490	7/18/2012	Org. Withdrawal	gedeondc	2640	Deron Bell			$ (480.00)
	32340727	11/2/2012	Org. Withdrawal	raglandde	2640	Quentin Daniel			$ (480.00)
37	30811503	7/18/2012	Org. Withdrawal	gedeondc	2641	Daniel Cook			$ (480.00)
	32340728	11/2/2012	Org. Withdrawal	raglandde	2641	Lucuis Allen			$ (480.00)
38	30849538	7/23/2012	Org. Withdrawal	gedeondc	2642	James Pate			$ (300.00)
	32340734	11/2/2012	Org. Withdrawal	raglandde	2642	Devin Favors			$ (480.00)
39	30939476	7/31/2012	Org. Withdrawal	gedeondc	2643	Jamil Oliver			$ (450.00)
	32340736	11/2/2012	Org. Withdrawal	raglandde	2643	Mehaffies Pies			$ (475.00)
40	30939488	7/31/2012	Org. Withdrawal	gedeondc	2644	James Pate			$ (500.00)
	32389925	11/7/2012	Org. Withdrawal	raglandde	2644	James Pate			$ (300.00)
41	30939491	7/31/2012	Org. Withdrawal	gedeondc	2645	Snja Milsap			$ (500.00)
	32389935	11/7/2012	Org. Withdrawal	raglandde	2645	James Pate			$ (300.00)
42	30939496	7/31/2012	Org. Withdrawal	gedeondc	2646	Quincy Taylor			$ (500.00)
	32881686	12/6/2012	Org. Withdrawal	raglandde	2646	Robert Hood			$ (200.00)
43	30939501	7/31/2012	Org. Withdrawal	gedeondc	2648	Marcellus farmer			$ (250.00)
	33086686	12/19/2012	Org. Withdrawal	raglandde	2648	Devin Favors			$ (480.00)
	33105839	12/20/2012	Org. Withdrawal	gedeondc	2648	Devin Favors	Reversed Task No. 33086686		$ 480.00
44	30939505	7/31/2012	Org. Withdrawal	gedeondc	2649	Lucius Allen			$ (1,500.00)

No.	Task No.	Date	Task Type	User	Check	Pay To	Comment	Memo	Amount
	33086698	12/19/2012	Org. Withdrawal	raglandde	2649	Tyrese Burnett			$ (300.00)
45	30939509	7/31/2012	Org. Withdrawal	gedeondc	2650	Daron Bell			$ (1,500.00)
	33086709	12/19/2012	Org. Withdrawal	raglandde	2650	Cirque d' Arts Theater			$ (400.00)
46	30939511	7/31/2012	Org. Withdrawal	gedeondc	2651	Devin Jennings			$ (1,500.00)
	33102530	12/20/2012	Org. Withdrawal	raglandde	2651	jamsports			$ (480.00)
47	31296061	8/21/2012	Org. Withdrawal	gedeondc	2663	Tracie Brown			$ (480.00)
	31297528	8/21/2012	Org. Withdrawal	gedeondc	2663	Tracie Brown			$ (480.00)
48	31297553	8/21/2012	Org. Withdrawal	gedeondc	2668	Crown Point Christian Bookstore	INV 101 & 100		$ (819.76)
	31297641	8/21/2012	Org. Withdrawal	gedeondc	2668	Jamsports			$ (480.00)

Warden's Fiscal Training

8:00 **Sign in**.....Networking

8:30 **Annette Chambers-Smith**

- Who can help me with this.....? OOA Table of Organization
- Signature Authority
- What to do with 3X5 card

9:00 **Wendall Oakes**

- Separation of Duties
- Cashbook Balance
  - Warden's Cheat Sheet
  - When it is due
  - How to check
- Commissary
  - Variance "commissary use"
  - Old Inventory
  - Monthly Report
  - Damaged Goods
  - Taking Inventory
  - Bonus Items
- Fiscal Audit

9:45 **Jenny Hildebrand**

- Conservation Dashboard
- Portfolio Manager

10:15 **Break**.....Please hand in 3X5 cards

10:30 **Kelly Sanders**

- DBA Miscellaneous
  - Food Service
    - Best Practices, supply line, update, staffing plan implementation
  - State Housing
    - Rent increases, separate metering of utilities, expenditures, and audit standards
  - JOC (Job Order Contracting)

11:15 **Jenny Hildebrand**

- Recycling - Best Practices
- Preventative Maintenance
- Conservation Grants
- Roots of Success
- Three Year Strategic Sustainability Plan

11:45 **Lunch**

12:15 **Todd Thobe**

- Alien Grants
  - What is it?
  - Where does it come from?
  - How do we use it?

12:30 **Kelly Sanders**

- Myth or Reality
  - Purchasing Pitfalls
  - Payment cards, bids
  - Controlling board, etc.
- MBE / EDGE Program – DRC FY13 Strategy, set aside bids how to, how many, why?

1:00 **3X5 cards**

1:30 **Warden Goodrich**

- Relief Factor and Correction Officer leave management

2:45 **Annette Chambers-Smith**

Budget:

- FY13 prognosis, budget structure
- Budget Adjustment Requests
- Warden's Evaluation
- FY14/15 Biennium Budget Preparation
- Cost Savings Ideas

Warden's Fiscal Training

8:00 **Sign in**.....Networking

8:30 **Annette Chambers-Smith**

- Who can help me with this.....? OOA Table of Organization
- Signature Authority
- What to do with 3X5 card

9:00 **Lisa Pataky**

- Separation of Duties
- Cashbook Balance
    - Warden's Cheat Sheet
    - When it is due
    - How to check
- Commissary
    - Variance "commissary use"
    - Old Inventory
    - Monthly Report
    - Damaged Goods
    - Taking Inventory
    - Bonus Items
- Fiscal Audit

9:45 **Jenny Hildebrand**

- Enterprise Information Management
- Conservation Dashboard
- Energy Star Portfolio Manager

10:15 **Break**.....Please hand in 3X5 cards

10:30 **Kelly Sanders**

- DBA Miscellaneous
    - Food Service
        - Best Practices, supply line, update, staffing plan implementation
    - State Housing
        - Rent increases, separate metering of utilities, expenditures, and audit standards

- JOC (Job Order Contracting)

11:15 **Jenny Hildebrand**

- ODRC Conservation & Sustainability Initiatives

11:45 **Lunch**

12:15 **Kevin Stockdale**

- Alien Grants
  - What is it?
  - Where does it come from?
  - How do we use it?

12:30 **Kelly Sanders**

- Myth or Reality
  - Purchasing Pitfalls
  - Payment cards, bids
  - Controlling board, etc.
- MBE / EDGE Program – DRC FY13 Strategy, set aside bids how to, how many, why?

1:00 Answer questions on **3X5 cards**

1:30 **Kevin Stockdale**

Budget:

- FY13 prognosis, budget structure
- Budget Adjustment Requests
- Warden's Evaluation
- FY14/15 Biennium Budget Preparation
- Cost Savings Ideas

2:30 Questions about the budget and the information presented by the director on 2/4/13

Internal Management Audit - DCI
Ohio Standards Compliance Tally & Comments Form
Adult Correctional Institutions
2011 Ohio Standards

Chapter 15 – Fiscal				
STANDARD	**C**	**NC**	**NA**	**COMMENTS**
15-01		✓		No Approved plan - Employee Activity
15-02		✓		No proper Invoice
15-03	✓			
15-04	✓			
15-05	✓			
15-06		✓		No contractors Signature on Invoice
15-07		✓		Not all Employee Reviewing cellular phone Bill
TOTAL (7)	3	4		

GENERAL COMMENTS

Institution Staff Signature:	Date:
Internal Management Auditor Signature: Dennis [illegible]	Date: 6/7/11

NF 6-8-11

	Ohio Department of Rehabilitation & Correction Internal Management Audit Standards Adult Correctional Institutions		2011 Ohio Standards
	Chapter 15: Fiscal	**Total Chapter Standards:** 15-01 thru 15-07	
Standard Number: 15-01	**Supersedes:** New	**Authorizing Policy or A.R.:** DRC Policy 22-BUS-03	

Employee Activity Fund

Each Institution will maintain an Employee Vending Commission fund that benefit, welfare, morale, and productivity for employees. A joint labor and management committee will be formed and comprised of an equal number of Labor and Management representatives to oversee the Employee Activity Fund. The joint Labor and Management committee shall develop a set of recommended guidelines governing the nature and frequency of employee fund-raising activities approved by the Director, Warden or APA Regional Administrator or their designee.
The committee shall develop an annual plan of expenditures at the beginning of each fiscal year. The Institution staff shall not obligate any funds without a plan approved by the DBA Chief or designee. The committee and managing officer shall document approval of all disbursements via signature on a form. All funds collected shall be accounted for by the employee/s designated for collection purposes on a form in the sample format provided by Policy 22-BUS-03.

Auditor Observations:

A. **Who** Is the reviewed fund-raiser funds accounted for by employee/s designated for collection purposes on a form and submitted to the cashier? YES
B. Is the disbursement reviewed from the employee activity fund used for purchases that provide for the benefit, welfare, morale and productivity for employees and in accordance with the approved plan? ☐ **Yes** ☒ **No**
C. Is the joint and labor management committee that oversee employee activity fund comprised of an equal number of labor and management representatives? ☒ **Yes** ☐ **No**
D. Has the joint and labor management committee develop a set of recommended guidelines governing the nature and frequency of employee fund-raising activities for review and approved by the Director, Warden or APA Regional Administrator or their designee? ☐ **Yes** ☒ **No**
E. Is the fund-raiser activity voucher reviewed in compliance with the established guidelines approved by the Director, Warden or APA Regional Administrator or their designee? ☐ **Yes** ☒ **No**
F. Did the joint and labor management committee develop an annual plan of expenditures from the fund based on projected revenues and spending priorities developed by the committee? ☒ **Yes** ☐ **No**
G. Has the joint and labor management committee documented approval of all disbursement via signature on a form? ☒ **Yes** ☐ **No**
H. Is the obligated funds reviewed on the approved plan by the DBA Chief or Designee? ☐ **Yes** ☒ **No**

Compliance Rating	☐ **Compliance**	☒ **Non-Compliance**	☐ **Non-Applicable**

If found Non-Compliant or Non-Applicable, clearly document why:

The Institution does no [illegible] plan for disbursing obligated funds as established [illegible] approved by the [illegible] or designee.

DEPARTMENT OF REHABILITATION AND CORRECTION

ACA FISCAL REVIEW DATE: 6/3/11
INSTITUTION: DCT
EMPLOYEE ACTIVITY FUND
STANDARD NUMBER: 15-01
AUDITOR: D. Nessler

	Question:	1 Voucher Number 1411	2 Voucher Number 1412	3 Voucher Number 1413	4 Voucher Number 1415	5 Voucher Number 1416	6 Voucher Number 1419	7 Voucher Number 1420	8 Voucher Number 1421	9 Voucher Number 1422	10 Voucher Number 1423
B.	Is the disbursement reviewed from the employee activity fund used for purchases that provide for the benefit, welfare, morale, and productivity for employees and in accordance with the approved plan?	N	N	N	N	N	N	N	N	N	N
H.	Is the obligated funds reviewed on the approved plan by the DBA Chief or Designee?	N	N	N	N	N	N	N	N	N	N
E.	Is the fund-raiser activity voucher reviewed in compliance with the established guidelines approved by the Director, Warden, or APA Regional Administrator or their designee?	N	N	N	N	N	N	N	N	N	N
	Score Subtotal (# of" Yes" results):	0	0	0	0	0	0	0	0	0	0
	GENERAL QUESTIONS REGARDING RECEIPTS AND DISBURSEMENTS:										
D.	Has the joint and labor management committee develop a set of recommended guidelines governing the nature and frequency of employee fund-raising activities for review and approved by the Director, Warden. or APA Regional Administrator or their Designee?	N									
A.	**Who** Is the reviewed fund-raiser funds accounted for by employee/s designated for collection purposes on a form and submitted to the Cashier's?	Y									
C.	Is the Joint Labor Management Committee that oversees employee activity composed of an equal number of labor and management representatives?	Y									
F.	Did the joint and labor management committee develop an annual plan of expenditures from the fund based on projected revenues and spending priorities developed by the committee?	Y									
G.	Has the joint and labor management committee documented approval of all disbursement via signature on a form?	Y									
	Score Subtotal (# of" Yes" results):										

B - H, D, E - The Institution has no approved plan for disbursement, obligated funds or established guidelines approved by the warden or designee

Total Points Possible (35): 35

Less Number of Non-Applicable Items: 0

Total Points Applicable: 35

Less Number of **"No"** Not In-Compliance: 31

Number of Items In-Compliance: 4

Compliance Rating: 11 %

Auditor: D. Nessler

Exhibit 12
Page 4 of 36

Standard Number: 15-02	Supersedes: New	Authorizing Policy or A.R.: Business Office/Cashiers Manuals

General Vouchers

All payments should be made within thirty days after receipt of a proper invoice or interest must be paid to the vendor. When payments are not made on the time should use the OBM late payment calculator should determine the amount of interest owed the vendor. A Request for Approval (DRC 1229) must be completed by the Cashier's Office, than signed by the Warden/Designee if purchases are over $500.00 for Industrial and Entertainment or other club accounts, or over $500.00 for the Employee Vending Commission Fund, and sent to Central Office (with the RTP and backup documentation) for approval. After the check and a copy of the invoice are sent to the vendor. The original invoice needs stamped "PAID".

Auditor Observations:

Review general voucher files of the various funds for the audit period.

A. Are all payments made within thirty days after receipt of a proper invoice? Yes ✓ No

B. Do any of the invoices reviewed require a payment of interest? Yes ✓ No
If so, was the OBM late calculator used to determine the interest owed the vendor? Yes No – N/A

C. Is there a Request for Approval (DRC 1229) signed by the Warden/Designee for purchases over $500.00 for Industrial and Entertainment, other club accounts, or Employee Vending Commission Fund, sent to Central Office (with the RTP and backup documentation) for approval on file? **(Only apply where applicable)** ✓ **Yes** **No**

Compliance Rating	☐ Compliance ☑ Non-Compliance ☐ Non-Applicable
If found Non-Compliant or Non-Applicable, clearly document why:	
A not a proper invoice was received – no signature from vendor on Entertainment Form Invoice. –	

DEPARTMENT OF REHABILITATION AND CORRECTION
ACA FISCAL REVIEW DATE: 6/7/11
INSTITUTION: OCI
GENERAL VOUCHERS
STANDARD NUMBER: 15-02
AUDITOR: D. Nessler

		FV	RV	FV	FV	I+E	I+E	I+E	I+E	1 R stan	Janitors
		1	2	3	4	5	6	7	8	9	10
	Question:	Fund & Voucher Number 1411	Fund & Voucher Number 1402	Fund & Voucher Number 1413	Fund & Voucher Number 1415	Fund & Voucher Number 2238	Fund & Voucher Number 2239	Fund & Voucher Number 2245	Fund & Voucher Number 2252	Fund & Voucher Number 1347	Fund & Voucher Number 1217
A	Are all payments made within 30 days after receipt of a proper invoice?	Y	Y	Y	Y	① N	① N	Y	Y	Y	Y
B	Do any of the invoices reviewed require a payment of interest? If so, was the OBM late calculator used to determine the interest owed the vendor?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
C	Is there a Request for Approval (DRC 1229) signed by the Warden /Designee for purchases over $500.00 for Industrial and Entertainment, other club accounts, or Employee Vending Commission Fund, sent to Central Office (with the RTP and backup documentation) for approval on file? **(Only apply where applicable)**	N/A ②	N/A ②	N/A ②	N/A ②	N/A ②	Y	N/A ②	Y	N/A ②	N/A ②
	Score (# of" Yes"):	1	1	1	1	—	1	1	2	1	1

Number of Items In Compliance: 12

Total Points possible (30) 30

Less: Number of Non-Applicable Items: 18

Total Points Applicable: 12

Less Number of **"No"** Not In-Compliance: 2

Number of Items In-Compliance: 10

Compliance Rating: 83 %

Auditor: D. Nessler

① — Not a proper Invoice — no signature from Vendor on Entertainment Form Service

② — Not over $500.00

Standard Number: 15-03	Supersedes: New	Authorizing Policy or A.R.: AR 5120-5-04

Administration of Industrial and Entertainment Funds

All disbursements from this fund shall be used for purchases which exclusively benefit inmates. The disbursement from this fund may be made for, but shall not be limited to the following: recreation equipment, entertainment, library supplies and equipment, video purchase, rental, and licensing, chapel expenses, occupational and/or activity therapy supplies, going-home clothes, inmate free postage, hygiene, and legal kits, and repair and maintenance of equipment eligible for purchase with these funds. For specifically planned events (e.g., yard day), specialty food items may be purchased with the approval of the Chief of the Division of Business Administration or Designee. Six (6) outside entertainment performances each fiscal year may be authorized by the warden.

Auditor Observations:

Review Industrial and Entertainment Fund files for the audit period.

A. Are the disbursements from this fund within the guidelines of approved disbursements?
✓Yes No

B. For planned events (e.g., yard day), are food items, purchased with the approval of the Chief of the Division of Business Administration or Designee? Yes No N/A – no food items [illegible]

C. Are entertainment performances preapproved? ✓Yes **No**

D. Are all disbursements from the Industrial and Entertainment Fund used exclusively to benefit inmates? ✓Yes No

Compliance Rating	☑ **Compliance**	☐ **Non-Compliance**	☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:			
B – no food items reviewed			

DEPARTMENT OF REHABILITATION AND CORRECTION

ACA FISCAL REVIEW DATE: 6/3/11

INSTITUTION: DCI

ADMINISTRATION OF INDUSTRIAL AND ENTERTAINMENT FUND
STANDARD NUMBER: 15-03

AUDITOR: D. Nicholas

	Question:	1 Voucher Number	2 Voucher Number	3 Voucher Number	4 Voucher Number	5 Voucher Number	6 Voucher Number	7 Voucher Number	8 Voucher Number	9 Voucher Number	10 Voucher Number
		2231	2238	2239	2245	2246	2247	2252	2253	2255	2256
A.	Are the disbursements from this fund within the guidelines of approved disbursements?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B.	For planned events (e.g., yard day), are food items, purchased with the approval of the Chief of the Division of Business Administration or Designee?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
C.	Are entertainment performances preapproved?	N/A	Y	Y	N/A	N/A	N/A	N/A	Y	N/A	N/A
D.	Are all disbursements from the Industrial and Entertainment Fund used exclusively to benefit inmates?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Score (# of" Yes" results):										

Number of Items In Compliance: 23

Total Points possible (40) 40

Less: Number of Non-Applicable Items: 17

Total Points Applicable: 23

Less Number of **"No"** Not In-Compliance: -0-

Number of Items In-Compliance: 23

Compliance Rating: 100%

Auditor: D. Nicholas

Standard Number: 15-04	**Supersedes:** New	**Authorizing Policy or A.R.:** AR 5120-5-06

Industrial Arts

Before arts and crafts activities commence, the cashier's office shall purchase, using Industrial and Entertainment Funds, a vendor's license for state sales tax. At least quarterly, periodic physical inventory counts shall be performed and any discrepancies forwarded to the institution investigator for review. Monies collected, excluding sales tax, shall be distributed monthly with eighty per cent credited to the inmate's personal account and twenty per cent remaining in established account. For inmate personal services (e.g., car washing and waxing, barber shop, and hair dressing), inmates shall purchase required licenses using personal funds. An inmate shall not be permitted to earn more than one thousand two hundred dollars in net profit from Industrial Arts activities in a calendar year. The cashier's office shall prepare a monthly profit and loss statement for each personal service to ensure it is solvent.

Auditor Observations:

Review Industrial Arts Fund files for the audit period.

A. Has the Cashier's Office purchased a vendor's license for state sales tax before arts and crafts activities begin? ✓ Yes No

B. Is the money collected for tangible goods, excluding sales tax, distributed monthly with eighty percent credited to the inmate's personal account and twenty percent remaining in the IA account? ✓ Yes No

C. Are periodic physical inventory counts conducted and any discrepancies sent to the institution investigator for review? ✓ Yes No

D. Is the inmate purchasing license using their personal funds when they are involved in providing inmate personal services such as the barbershop, etc.? ✓ Yes No

E. Is any individual inmate earning more than one thousand two hundred dollars in net profit from Industrial Arts activities in a calendar year? Yes No - No Inmate earnings more than $1,200

F. Are monthly profit and loss statements prepared for each personal service, to ensure it is solvent? ✓ Yes No

Compliance Rating	☑ **Compliance**	☐ **Non-Compliance**	☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:			

DEPARTMENT OF REHABILITATION AND CORRECTION
ACA FISCAL REVIEW DATE: 6/2/11
INSTITUTION: DCI
INDUSTRIAL ARTS
STANDARD NUMBER: 15-04
AUDITOR: D. Neslan

Question:	1 Month/ Year 10/10	2 Month/ Year 11/10	3 Month/ Year 12/10	4 Month/ Year 1/11
F. Are monthly Profit & Loss Statements prepared for each personal service to ensure it is solvent?	y	y	y	y
B. Is the money collected for tangible goods, excluding sales tax, distributed monthly with 80% credited to the inmate's personal account and 20 % remaining in the IA account?	y	y	y	y
Score Subtotal (# of" Yes" results):	2	2	2	2

GENERAL QUESTIONS REGARDING RECEIPTS AND DISBURSEMENTS:

A. Has the Cashier's Office purchased a vendor's license for state sales tax before arts and crafts activity begins?	y
C. Are periodic physical inventory counts conducted and any discrepancies sent to the institution investigator for review?	y
D. Is the inmate purchasing license using their personal funds when they are involved in providing inmate personal services such as barbershop, etc?	y
E. Is any individual inmate earning more than $1,200.00 in net profit from the Industrial Arts activities in a calendar year? no inmate earning over $1,200.00	y
Raw Score Subtotal (# of" Yes" results):	4
Number of Items In Compliance:	12

Total Points Possible (12): 12
Less: Number of Non-Applicable Items: - 0 -

Total Points Applicable: 12
Less: Number of **"No"** Not In-Compliance: - 0 -
Number of Items In-Compliance 12
Compliance Rating: 100 %

AUDITOR: D. Neslan

2011 Ohio Standards – Adult Correctional Institutions

Standard Number: 15-05	Supersedes: New	Authorizing Policy or A.R.: AR 5120-5-07, 24-CAS-04, 73-GRP-01, Business Office/Cashiers Office Manuals

Inmate Groups

Inmate Group activities are to benefit the inmate, the general inmate population and the community. Groups may establish dues not to exceed six dollars per year, per member. A vendor license shall be obtained by each group selling services or merchandise, and sales tax must be paid in accordance with state law. All expenditures by inmate groups shall be approved in advance by the Warden or Designee. Accountability reports are to be prepared on a monthly basis for all fund raising activities and submitted to the group advisor and the Warden or Designee.

Auditor Observations:

Review Inmate Group Fund files for the audit period.

A. Does the inmate group have a current vendor's license on file? ✓Yes No

B. Are established dues six dollars or less per year approved by the warden? Yes No
N/A – no dues established by warden.

C. Is the inmate group getting approval from the Warden or Designee before making any expenditure? ✓Yes No

D. Does the approved Inmate Group activity benefit the inmate, the general population and the community? ✓Yes No

E. Are accountability reports being prepared monthly for all fund-raising activities? Yes ✓No

Compliance Rating	☑ Compliance	☐ Non-Compliance	☐ Non-Applicable

If found Non-Compliant or Non-Applicable, clearly document why:

DEPARTMENT OF REHABILITATION AND CORRECTION

ACA FISCAL REVIEW DATE: 6/7/17

INSTITUTION: OCI

INMATE GROUPS
STANDARD NUMBER: 15-05

AUDITOR: D. Nathan

		1	2	3	4	5	6	7	8	9	10	
		Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	
	Question:	7th Step 1342	7th St. 1345	7th Step 1317	7th Step 1315	Min. H. 1116	Min. H 1117	Min. H 1124	Min. H. 1130	Jaycees 1213	Jaycees 1214	
A.	Does the inmate group have a current vendor's license on file?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10
B.	Are established dues six dollars or less per year approved by the Warden?	① N/A	① N/A	① N/A	① N/A	① N/A	① N/A	① N/A	① N/A	① N/A	① N/A	
C.	Is the inmate group getting approval from the Warden or Designee before making any expenditure?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10
D.	Does the approved Inmate Group activity benefit the inmate, the general population and community?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10
E.	Are accountability reports being prepared monthly for all fund-raising activities?	③ N	② N/A	③ N	② N/A	② N/A	② N/A	Y	Y	Y	N/A	3
	Score (# of" Yes" results):	3	3	3	3	3	3	4	4	4	3	

Number of Items In Compliance: 33

Total Points possible (50) 50
Less: Number of Non-Applicable Items: 14
Total Points Applicable: 36
Less: Number of **"No"** Not In-Compliance: 2
Number of Items In-Compliance: 34
Compliance Rating: 94%

Auditor: D. Nathan

① - N/A - no dues established by warden

② - not a fund-raising activity

③ - No accountability reports prepared for fund raising activity

Standard Number:	Supersedes:	Authorizing Policy or A.R.:
15-06	New	22-BUS-10, 22-BUS-14

Personal Service Contracts

Appropriate department staff will evaluate contractor performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement such as performance milestones or following the principals of total quality management (Quality Services Through Partnership in Ohio State government). An independent contract may be used in a short term or one time need that will not continue longer than a six month period. A contractor may submit a request for payment by submitting information on an invoice under the guidelines of Policy 22-BUS-14, which is:

1. **Date and amount of request**
2. **Contractor's name, professional title, and home address**
3. **Contractor's social security number or federal employee ID number**
4. **Description and dates of services performed**
5. **Unit of time and rate of pay on which the requested compensation is based**
6. **Contractor's signature**

Auditor Observations:

Review Personal Service files for the audit period.

A. Is appropriate department staff evaluating the contractor's performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement? ✓ Yes No

B. If an independent contract was used, was the contract used only for a short term or only a period of six months or less? Yes No – N/A – no independent contracts for short term.

C. Does the contractor's invoice contain the required information required by Policy 22-BUS-14?
Yes ✓ No

Compliance Rating	☐ Compliance ☒ Non-Compliance ☐ Non-Applicable
If found Non-Compliant or Non-Applicable, clearly document why:	
C – No contractor's signature on Invoice	

DEPARTMENT OF REHABILITATION AND CORRECTION

ACA FISCAL REVIEW DATE: 6/7/11

INSTITUTION: DCI

PERSONAL SERVICE CONTRACTS
STANDARD NUMBER: 15-06

AUDITOR: [illegible]

		1	2	3	4	5	6	7	8	9	10
		[illegible]	Family Vision	Y-Ray	Muslim Mission	Washington	Islamic	[illegible]	[illegible]	Family Vision	Y-Ray
		Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number
	Question:	444387	444682	445518	445792	450817	450919	451113	438226	431681	[illegible]
A.	Is appropriate staff evaluating the contractor's performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B.	If an independent contract was used, was the contract used only for a short term or only a period of 6 months or less?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
C.	Does the contractor's invoice contain the information required by Policy 22-BUS-14?	Y	① N	① N	Y	Y	① N	Y	Y	① N	① N
	Score (# of" Yes" results):	2	1	1	2	2	1	2	2	1	1

Number of Items In Compliance: 15

① – No contractor's signature on invoice

Total Points possible (30) 30

Less: Number of Non-Applicable Items: 10

Total Points Applicable: 20

Less: Number of "No" Not In-Compliance: 5

Number of Items In-Compliance: 15

Compliance Rating: 75 %

Auditor: [illegible]

Standard Number: 15-07	Supersedes: New	Authorizing Policy or A.R.: 05-OIT-12

Telecommunication

Monthly reviews on ten telephones extension will be conducted on the wired telephones and all state owned cellular telephone calls will be reviewed by procedures state in Policy05-OIT-12. The employee shall review the activity and sign the printout. Each person assigned a cellular telephone must review the detailed bill and initial any personal calls made or received. The State shall be reimbursed at the current rate for any personal calls charged to the State. Reimbursement shall occur within 14 calendar days following receipt of the monthly agency telephone bill.

Auditor Observations:

Review Telecommunication files for the audit period.

A. Does the Business Office randomly select ten telephone extensions from a monthly billing statement, to screen the long distance telephone call activity? Yes No – N/A

B. Is the employee reviewing the billing statement printouts with questionable long distance calling activity and signing the printout? Yes No – N/A

C. Did employees provide reimbursement for any personal calls made or received within 14 calendar days following receipt of the monthly agency telephone bill? ✓ Yes No

D. Did each person assigned a cellular telephone review their portion of the detailed bill and initial any personal calls made or received? Yes ✓ No

Compliance Rating	☐ Compliance	☑ Non-Compliance	☐ Non-Applicable
If found Non-Compliant or Non-Applicable, clearly document why:			
A-B N/A call Accounting System not working			
D – not all Employees are Reviewing their cellular phone bill			

DEPARTMENT OF REHABLILITATION AND CORRECTION

INSTITUITON: DCI

ACA FISCAL REVIEW DATE: 6/7/11

TELECOMMUNICATION

STANDARD NUMBER: 15-07

AUDITOR: D. Nesler

	1	2	3
	Month and Date	Month and Date	Month and Date
Questions:	11/10	2/11	3/11
A. Does the Business office randomly select ten telephone extensions from a monthly billing statement, to screen the long distance telephone call activity?	N/A (1)	N/A (1)	N/A (1)
B. Is the employee reviewing the billing statement printouts with questionable long-distance calling activity and signing the printout?	N/A (1)	N/A (1)	N/A (1)
C. Did employees provide reimbursement for any personal calls made or received within 14 calendar days following receipt of the monthly agency telephone bill?	Y	Y	Y
D. Did each person assigned a cellular telephone review their portion of the detailed bill and initial any personal calls made or received?	N (2)	N (2)	N (2)
Total number of Yes (Y)	—	—	—

Total Points Possible (12): 12

Less: Number of Non-Applicable Items: 6

Total Points Applicable: 6

Less Number of **"No"** Not In-Compliance: 3

Number of Items In-Compliance: 3

Compliance Rating: 50%

(1) call accounting system not working

(2) - not all employees are reviewing their cellular phone bill.

Auditor: D. Nesler

Internal Management Audit
Ohio Standards Compliance Tally & Comments Form
Adult Correctional Institutions
2012 Ohio Standards

DCI
2012

Chapter 14 – Fiscal				
STANDARD	C	NC	NA	COMMENTS
14-01	✓			100%
14-02	✓			100%
14-03	✓			100%
14-04	✓			100%
14-05	✓			90%
14-06	✓			100%
14-07				100%
14-08			✓	DCI HAS NO EMPLOYEE HOUSING
14-09	✓			100%
14-10	✓			100%
TOTAL (10)	9		1	

GENERAL COMMENTS

Institution Staff Signature:	Date:
Internal Management Auditor Signature:	Date:

	Ohio Department of Rehabilitation & Correction Internal Management Audit Standards Adult Correctional Institutions		2012 Ohio Standards
	Chapter 14: Fiscal	**Total Chapter Standards:** 14-01 thru 14-10	
Standard Number: 14-01	**Supersedes:** 2011 standard 15-01	**Authorizing Policy or A.R.:** DRC Policy 22-BUS-03	

Employee Activity Fund

Each Institution will maintain an Employee Vending Commission fund that benefit the welfare, morale, and productivity for employees. A joint labor and management committee will be formed and comprised of an equal number of Labor and Management representatives to oversee the Employee Activity Fund. The joint Labor and Management committee shall develop a set of recommended guidelines governing the nature and frequency of employee fund-raising activities approved by the Director, Warden or APA Regional Administrator or their designee.

The committee shall develop an annual plan of expenditures at the beginning of each fiscal year. The Institution staff shall not obligate any funds without a plan approved by the DBA Chief or designee. The committee and managing officer shall document approval of all disbursements via signature on a form. All funds collected shall be accounted for by the employee/s designated for collection purposes on a form in the sample format provided by Policy 22-BUS-03.

Auditor Observations:

A. Is the disbursement reviewed from the employee activity fund used for purchases that provide for the benefit, welfare, morale and productivity for employees and in accordance with the approved plan? ☒ Yes ☐ No
B. Is the obligated funds reviewed on the approved plan by the DBA Chief or Designee? ☒ Yes ☐ No
C. Is the fund-raiser activity voucher reviewed in compliance with the established guidelines approved by the Director, Warden or APA Regional Administrator or their designee? ☒ Yes ☐ No
D. Has the joint and labor management committee documented approval of all disbursement via signature on a form? ☒ Yes ☐ No
E. Are the reviewed fund-raiser funds accounted for by employee/s designated for collection purposes on a form and submitted to the cashier? ☒ Yes ☐ No
F. Is the joint and labor management committee that oversee employee activity fund comprised of an equal number of labor and management representatives? ☐ Yes ☐ No
G. Did the joint and labor management committee develop an annual plan of expenditures from the fund based on projected revenues and spending priorities developed by the committee? ☒ Yes ☐ No
H. Has the joint and labor management committee develop a set of recommended guidelines governing the nature and frequency of employee fund-raising activities for review and approved by the Director, Warden or APA Regional Administrator or their designee? ☒ Yes ☐ No

14-01 Compliance Rating	☒ Compliance ☐ Non-Compliance ☐ Non-Applicable
If found Non-Compliant or Non-Applicable, clearly document why:	
100% COMPLIANCE	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
EMPLOYEE ACTIVITY FUND
STANDARD NUMBER: 14-01
AUDITOR: D. COLLINS

	Questions:	1 Voucher Number	2 Voucher Number	3 Voucher Number	4 Voucher Number	5 Voucher Number	6 Voucher Number	7 Voucher Number	8 Voucher Number	9 Voucher Number	10 Voucher Number
		1447	1449	1450	1451						
A	Is the disbursement reviewed from the employee activity fund used for purchases that provide for the benefit, welfare, morale, and productivity for employees and in accordance with the approved plan?	Y	Y	Y	Y	N/A ②					
B	Is the obligated funds reviewed on the approved plan by the DBA Chief or designee?	Y	Y	Y	Y	N/A ②					
C	Is the fund-raiser activity voucher reviewed in compliance with the established guidelines approved by the Director, Warden, or APA Regional Administrator or their designee?	N/A ①	Y	N/A ①	N/A ①	N/A ②					
D	Has the joint labor/management committee documented approval of all disbursements via signature on a form?	Y	Y	Y	Y	N/A ②					
	Subtotal (# of " Yes" results):	3	4	3	3						
	GENERAL QUESTIONS REGARDING RECEIPTS AND DISBURSEMENTS:									Subtotal:	13
E	Are the reviewed fund-raiser funds accounted for by employee/s designated for collection purposes on a form and submitted to the cashier?	Y									
F	Is the joint labor/management committee that oversees employee activity comprised of an equal number of labor and management representatives?	Y									
G	Did the joint labor/management committee develop an annual plan of expenditures from the fund based on projected revenues and spending priorities developed by the committee?	Y									
H	Has the joint labor/management committee developed a set of recommended guidelines governing the nature and frequency of employee fund-raising activities for review and approved by the Director, Warden, or APA Regional Administrator or their designee?	Y									
	Subtotal (# of " Yes" results):	4									

① NOT A FUND RAISING ACTIVITY

② DCI EAF HAD ONLY 4 VOUCHERS FOR CURRENT FISCAL YEAR AT TIME OF AUDIT.

Total Points Possible (44): 44
Less Number of Non-Applicable Items: <27>
Total Points Applicable: 17
Less Number of "No" Not In-Compliance: <0>
Number of Items In-Compliance: 17

Compliance Rating: 100% 90% Meets Compliance

Auditor: [signature]

2012 Ohio Standards – Adult Correctional Institutions

Standard Number: 14-02	Supersedes: 2011 standard 15-02	Authorizing Policy or A.R.: Business Office/Cashiers Manuals

General Vouchers

All payments should be made within thirty days after receipt of a proper invoice or interest must be paid to the vendor. When payments are not made on the time should use the OBM late payment calculator should determine the amount of interest owed the vendor. A Request for Approval (DRC1229) must be completed by the Cashier's Office, than signed by the Warden/Designee if purchases are over $500.00 for Industrial and Entertainment or other club accounts, or over $500.00 for the Employee Vending Commission Fund, and sent to Central Office (with the RTP and backup documentation) for approval. After the check and a copy of the invoice are sent to the vendor. The original invoice needs stamped "PAID".

Auditor Observations:

Review general voucher files of the various funds for the audit period.

A. Are all payments made within thirty days after receipt of a proper invoice? ☒ **Yes** ☐ **No** ☐

B. If invoice payments are not made on time was the OBM late calculator used to determine the interest owed the vendor? ☐ ☐ **Yes** ☐ **No** ☒ N/A ①

C. Is there a Request for Approval (DRC1229) signed by the Warden/Designee for purchases over $500.00 for Industrial and Entertainment, other club accounts, or Employee Vending Commission Fund, sent to Operation Support Center (with the RTP and backup documentation) for approval on file? (**Only apply where applicable**) ☒ **Yes** ☐ **No**

14-02 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:	
100% Compliance	
① No invoices over 30 days to pay	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
GENERAL VOUCHERS
STANDARD NUMBER: 14-02

AUDITOR: D. COLLINS

		1	2	3	4	5	6	7	8	9	10
	Questions:	Fund & Voucher Number EAF 1450	Fund & Voucher Number EAF 1451	Fund & Voucher Number I&E 2446	Fund & Voucher Number I&E 2451	Fund & Voucher Number I&E 2452	Fund & Voucher Number I&A 1265	Fund & Voucher Number 7th STEP 1425	Fund & Voucher Number MUSIC ASSN 1076	Fund & Voucher Number JC's 1240	Fund & Voucher Number 7th Step 1428
A	Are all payments made within 30 days after receipt of a proper invoice?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B	If invoice payments are not made on time, was the OBM late payment calculator used to determine the amount of interest owed to the vendor?	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1
C	Is there a Request for Approval (DRC 1229) signed by the Warden /Designee for purchases over $500.00 for Industrial and Entertainment, other club accounts, or Employee Vending Commission Fund, sent to Operation Support Center (with the RTP and backup documentation) for approval on file? **(Only apply where applicable)**	N/A 2	Y	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2
	Total (# of " Yes" results):	1	2	1	1	1	1	1	1	1	1
										Number of Items In-Compliance:	11

Total Points Possible (30): 30
Less: Number of Non-Applicable Items: (19)
Total Points Applicable: 11
Less Number of **"No"** Not In-Compliance: (0)
Number of Items In-compliance: 11
Compliance Rating: 100% 90% Meets Compliance

Auditor: [signature]

1 NOT OVER 30 DAYS to PAY

2 NOT OVER $500.00

Standard Number: 14-03	Supersedes: 2011 standard 15-03	Authorizing Policy or A.R.: AR 5120-5-04

Administration of Industrial and Entertainment Funds

All disbursements from this fund shall be used for purchases which exclusively benefit inmates. The disbursement from this fund may be made for, but shall not be limited to the following: recreation equipment, entertainment, library supplies and equipment, video purchase, rental, and licensing, chapel expenses, occupational and/or activity therapy supplies, going-home clothes, inmate free postage, hygiene, and legal kits, and repair and maintenance of equipment eligible for purchase with these funds. For specifically planned events (e.g., yard day), specialty food items may be purchased with the approval of the Chief of the Division of Business Administration or Designee. Six (6) outside entertainment performances each fiscal year may be authorized by the warden.

Auditor Observations:

Review Industrial and Entertainment Fund files for the audit period.

A. Are the disbursements from this fund within the guidelines of approved disbursements?
☒ **Yes** ☐ **No**

B. For planned events (e.g., yard day), are food items, purchased with the approval of the Chief of the Division of Business Administration or Designee? ☐ **Yes** ☐ **No** ☒ N/A ①

C. Are entertainment performances preapproved? ☐ **Yes** ☐ **No** ☒ N/A ②

D. Are all disbursements from the Industrial and Entertainment Fund used exclusively to benefit inmates? ☐☒ **Yes** ☐ **No**

14-03 Compliance Rating	☒ Compliance ☐ Non-Compliance ☐ Non-Applicable
If found Non-Compliant or Non-Applicable, clearly document why:	
100% COMPLIANCE	
① NO INVOICES TESTED FOR PLANNED EVENTS.	
② NO INVOICES TESTED FOR AN ENTERTAINMENT PERFORMANCE	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
ADMINISTRATION OF INDUSTRIAL AND ENTERTAINMENT FUND
STANDARD NUMBER: 14-03

AUDITOR: D. COLLINS

		1 Voucher Number	2 Voucher Number	3 Voucher Number	4 Voucher Number	5 Voucher Number	6 Voucher Number	7 Voucher Number	8 Voucher Number	9 Voucher Number	10 Voucher Number
	Questions:	2446	2451	2452	2454	2457	2464	2474	2478	2479	2480
A	Are the disbursements from this fund within the guidelines of approved disbursements?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B	For planned events (e.g., yard day), are food items, purchased with the approval of the Chief of the Division of Business Administration or Designee?	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1	N/A 1
C	Are entertainment performances preapproved?	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2	N/A 2
D	Are all disbursements from the Industrial and Entertainment Fund used exclusively to benefit inmates?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Total (# of "Yes" results):	2	2	2	2	2	2	2	2	2	2

Number of Items In-Compliance: 20

Total Points Possible (40):	40
Less: Number of Non-Applicable Items:	<20>
Total Points Applicable:	20
Less Number of **"No"** Not In-Compliance:	<0>
Number of Items In-Compliance:	20
Compliance Rating:	100% 90% Meets Compliance

1 NOT A PLANNED EVENT
2 NOT AN ENTERTAINMENT PERFORMANCE

Auditor: Dave Coll[illegible]

Standard Number: 14-04	Supersedes: 2011 standard 15-04	Authorizing Policy or A.R.: AR 5120-5-06, ORC 4709.02

Industrial Arts

Before arts and crafts activities commence, the cashier's office shall purchase, using Industrial and Entertainment Funds, a vendor's license for state sales tax. At least quarterly, periodic physical inventory counts shall be performed and any discrepancies forwarded to the institution investigator for review. Monies collected, excluding sales tax, shall be distributed monthly with eighty per cent credited to the inmate's personal account and twenty per cent remaining in the established account. For inmate personal services (e.g., barber shop, and hair dressing), inmates shall purchase required licenses using personal funds. No person shall engage in or attempt to engage in the practice of barbering, hold themselves out as a practicing barber, or advertise in a manner that indicates they are a barber, without a barber license issued. An inmate shall not be permitted to earn more than one thousand two hundred dollars in net profit from Industrial Arts activities in a calendar year. The cashier's office shall prepare a monthly profit and loss statement for each personal service to ensure it is solvent.

Auditor Observations:

Review Industrial Arts Fund files for the audit period.

A. Are monthly profit and loss statements prepared for each personal service, to ensure it is solvent? ☒ **Yes** ☐ **No**
B. Is the money collected for tangible goods, excluding sales tax, distributed monthly with eighty percent credited to the inmate's personal account and twenty percent remaining in the IA account? ☒ **Yes** ☐ **No**
C. Are periodic physical inventory counts conducted and any discrepancies sent to the institution investigator for review? ☒ **Yes** ☐ **No**
D. Has the Cashier's Office purchased a vendor's license for state sales tax before arts and crafts activities begin? ☐ ☒ **Yes** ☐ **No**
E. Are there any inmates engaged in or attempt to engage in the practice of barbering? ☐ **Yes** ☐ **No** ☒ N/A ①
F. Is the inmate purchasing license using their personal funds when they are involved in providing inmate personal services such as the barbershop, etc.? ☐ **Yes** ☐ **No** ☒ N/A
G. Is any individual inmate earning more than one thousand two hundred dollars in net profit from Industrial Arts activities in a calendar year? ☐ **Yes** ☒ **No**

14-04 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:	
100% COMPLIANCE	
① DCI HAS NO INMATE STAFF BARBER.	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
INDUSTRIAL ARTS
STANDARD NUMBER 14-04

AUDITOR: D. COLLINS

		1	2	3	4
		Month/ Year	Month/ Year	Month/ Year	Month/ Year
	Questions:	DEC 2011	JAN 2012	FEB 2012	MAR 2012
A	Are monthly profit and loss statements prepared for each personal service to ensure it is solvent?	Y	Y	Y	Y
B	Is the money collected for tangible goods, excluding sales tax, distributed monthly with 80% credited to the inmate's personal account and 20 % remaining in the IA account?	Y	Y	Y	Y
	Subtotal (# of " Yes" results):	2	2	2	2
	GENERAL QUESTIONS REGARDING RECEIPTS AND DISBURSEMENTS:			Subtotal:	8
C	Are periodic physical inventory counts conducted and any discrepancies sent to the institution investigator for review?	Y			
D	Has the Cashier's Office purchased a vendor's license for state sales tax before arts and crafts activities begins?	Y			
E	Are there any inmates engaged in or attempt to engage in the practice of barbering? If yes, is the license valid (i.e., not expired)?	N/A (1)			
F	Is the inmate purchasing the license using their personal funds when they are involved in providing inmate personal services such as the barbershop, etc.?	N/A (1)			
G	ARE ALL ~~Is any~~ individual inmate earning LESS ~~more~~ than $1,200.00 in net profit from Industrial Arts activities in a calendar year?	Y			
	Subtotal (# of " Yes" results):	3			
	Number of Items In-Compliance:	11			

Total Points Possible (13):	13
Less: Number of Non-Applicable Items:	<2>
Total Points Applicable:	11
Less: Number of **"No"** Not In-Compliance:	<0>
Number of Items In-Compliance:	11
Compliance Rating:	100% 90% Meets Compliance

Auditor: [signature]

(1) DCI HAS NO INMATE BARBER PROVIDING SERVICES TO STAFF.

Standard Number: 14-05	**Supersedes:** 2011 standard 15-05	**Authorizing Policy or A.R.:** AR 5120-5-07, 24-CAS-04, 73-GRP-01, Business Office/Cashiers Office Manuals

Inmate Groups

Inmate Group activities are to benefit the inmate, the general inmate population and the community. Groups may establish dues not to exceed six dollars per year, per member. A vendor license shall be obtained by each group selling services or merchandise, and sales tax must be paid in accordance with state law. All expenditures by inmate groups shall be approved in advance by the Warden or Designee. Accountability reports are to be prepared on a monthly basis for all fund raising activities and submitted to the group advisor and the Warden or Designee.

Auditor Observations:

Review Inmate Group Fund files for the audit period.

A. Does the inmate group have a current vendor's license on file? ☒ **Yes** ☐ **No**

B. Are established dues six dollars or less per year approved by the warden? ☒ **Yes** ☐ **No**

C. Is the inmate group getting approval from the Warden or Designee before making any expenditure? ☐ ☒ **Yes** ☐ **No**

D. Does the approved Inmate Group activity benefit the inmate, the general population and the community? ☐ ☒ **Yes** ☐ **No**

E. Are accountability reports being prepared monthly for all fund-raising activities? ☒ **Yes** ☐ **No**

14-05 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:	
90% COMPLIANCE	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
INMATE GROUPS
STANDARD NUMBER: 14-05

AUDITOR: D. COLLINS

	Questions:	1	2	3	4	5	6	7	8	9	10
		Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month	Group Name & Month
		ERA NOV 2011	JC's NOV 2011	7th Step NOV 2011	MINORITY AWARENESS NOV 2011	INMATE COMMUNITY AFFAIRS NOV 2011					
A	Does the inmate group have a current vendor's license on file?	Y	Y	Y	Y	Y					
B	Are established dues six dollars or less per year approved by the Warden?	Y	Y	Y	Y	Y					
C	Is the inmate group getting approval from the Warden or Designee before making any expenditure?	Y	Y	Y	Y	Y					
D	Does the approved Inmate Group activity benefit the inmate, the general population, and the community?	Y	Y	Y	Y	Y					
E	Are accountability reports being prepared monthly for all fund-raising activities?	Y	N	N	Y	Y					
	Total (# of "Yes" results):	5	4	4	5	5					

Number of Items In-Compliance: 23

Total Points Possible (# of Groups multiplied by 5): 25
Less: Number of Non-Applicable Items: <0>
Total Points Applicable: 25
Less: Number of **"No"** Not In-Compliance: <2>
Number of Items In-Compliance: 23
Compliance Rating: 92% 90% Meets Compliance

Auditor: [signature]

Standard Number: 14-06	Supersedes: 2011 standard 15-06	Authorizing Policy or A.R.: 22-BUS-10, 22-BUS-14

Personal Service Contracts

Appropriate department staff will evaluate contractor performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement such as performance milestones or following the principals of total quality management (Quality Services Through Partnership in Ohio State government). An independent contract may be used in a short term or one time need that will not continue longer than a six month period. A contractor may submit a request for payment by submitting information on an invoice under the guidelines of Policy 22-BUS-14, which is:

1. **Date and amount of request**
2. **Contractor's name, professional title, and home address**
3. **Contractor's social security number or federal employee ID number**
4. **Description and dates of services performed**
5. **Unit of time and rate of pay on which the requested compensation is based**
6. **Contractor's signature**

Auditor Observations:

Review Personal Service files for the audit period.

A. Is appropriate department staff evaluating the contractor's performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement? ☒ Yes ☐ No

B. If an independent contract was used, was the contract used only for a short term or only a period of six months or less? ☐ Yes ☐ No ☒ N/A ①

C. Does the contractor's invoice contain the required information required by Policy 22-BUS-14? ☒ Yes ☐ No

14-06 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:	
100% Compliance	
① No Independent Contracts	

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
PERSONAL SERVICE CONTRACTS
STANDARD NUMBER: 14-06

AUDITOR: D. COLLINS

		1	2	3	4	5	6	7	8	9	10
		Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number	Voucher Number
	Questions:	61895	558115	83930	561391	486035	554477	21445	521165	541583	554564
A	Is appropriate staff evaluating the contractor's performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B	If an independent contract was used, was the contract used only for a short term or only a period of 6 months or less?	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)
C	Does the contractor's invoice contain the information required by Policy 22-BUS-14?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Total (# of "Yes" results):	2	2	2	2	2	2	2	2	2	2

Number of Items In-Compliance: 20

Total Points Possible (30): 30
Less: Number of Non-Applicable Items: <10>
Total Points Applicable: 20
Less: Number of **"No"** Not In-Compliance: <0>
Number of Items In-Compliance: 20
Compliance Rating: 100% 90% Meets Compliance

(1) NOT AN INDEPENDENT CONTRACT

Auditor: [signature]

Standard Number: 14-07	Supersedes: 2011 standard 15-07	Authorizing Policy or A.R.: 05-OIT-12

Telecommunication

Monthly reviews on ten telephone extensions will be conducted on the wired telephones and all state owned cellular telephone calls will be reviewed by procedures stated in Policy 05-OIT-12. If personal calls are found on the employees' wired telephone, the employee shall review the personal telephone activity and sign the printout. Each person assigned a cellular telephone must review the detailed bill and initial any personal calls made or received. The State shall be reimbursed at the current rate for any personal calls charged to the State. Reimbursement shall occur within 14 calendar days following receipt of the monthly agency telephone bill.

Auditor Observations:

Review Telecommunication files for the audit period.

A. Does the Business Office randomly select ten telephone extensions from a monthly billing statement, to screen the long distance telephone call activity? ☐ **Yes** ☐ **No** ☒ N/A ①

B. Is the employee reviewing the billing statement printouts with questionable long distance calling activity and signing the printout? ☐ **Yes** ☐ **No** ☒ N/A

C. Did employees provide reimbursement for any personal calls made or received within 14 calendar days following receipt of the monthly agency telephone bill? ☒ **Yes** ☐ **No**

D. Did each person assigned a cellular telephone review their portion of the detailed bill and initial any personal calls made or received? ☒ **Yes** ☐ **No**

14-07 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**
If found Non-Compliant or Non-Applicable, clearly document why:	
100% COMPLIANCE	
① DCI'S CALLSWEET SYSTEM IS INOPERATIVE AND NEEDS REPAIRED	

DEPARTMENT OF REHABLILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUITON: DCI
TELECOMMUNICATION
STANDARD NUMBER: 14-07

AUDITOR: D. COLLINS

		1	2	3
		Month and Date	Month and Date	Month and Date
	Questions:	SEPT 2011	DEC 2011	JAN 2012
A	Does the Business Office randomly select ten telephone extensions, from a monthly billing statement, to screen the long distance telephone call activity?	N/A ①	N/A ①	N/A ①
B	Is the employee reviewing the billing statement printouts with questionable long-distance calling activity and signing the printout?	N/A ①	N/A ①	N/A ①
	Month and Date for cellular if different from landline above:			
C	Did employees provide reimbursement for any personal calls made or received within 14 calendar days following receipt of the monthly agency telephone bill?	Y	Y	Y
D	Did each person assigned a cellular telephone review their portion of the detailed bill and initial any personal calls made or received?	Y	Y	Y
	Total (# of " Yes" results):	2	2	2
			Number of Items In-Compliance:	6

Total Points Possible (12):	12
Less: Number of Non-Applicable Items:	<6>
Total Points Applicable:	6
Less Number of **"No"** Not In-Compliance:	<0>
Number of Items In-Compliance:	6
Compliance Rating:	100%

Auditor: Dave Coll

① DCI'S CENTREX/CALLSWEET SYSTEM IS INOPERATIVE AND NEEDS REPAIRED.

Standard Number: 14-08	Supersedes: New	Authorizing Policy or A.R.: DRC Policy 22-BUS-01, AR 5120-5-09

Employee Housing

Applicants approved for Employee Housing will sign a State of Ohio, Department of Rehabilitation and Correction Rental Agreement (See attached DRC1782). All adults residing in the Employee Housing and the responsible Deputy Warden will sign the agreement. All housing accommodations, including garages, shall be identified by name or number, or both, and type of facility. The cost of utilities for houses and apartments, including outside telephone service, will be borne by the tenant. A staff member shall be designated by the Warden to conduct annual inspections of all housing facilities to ascertain the general condition of the facilities and compliance with fire, housekeeping, and safety regulations. An assessment of the property's condition shall be made at the time of inspection using the Employee Housing Inspection Report. (See attached DRC1863). A copy of the completed inspection report shall be given to the responsible Deputy Warden. Rent shall be paid biweekly, in advance, by payroll deduction. The rental charges designated for a particular housing unit is based upon the type of housing provided and shall be charged to any person occupying said quarters. Garage rental rates shall apply to any garage or parking facility not attached or considered part of a dwelling. Any exception to the rental rates outlined in this policy, (5120-5-09), must be approved by the Division of Business Administration.

Auditor Observations:

Review employee housing files, contracts, and payroll deductions.

A. Does each Employee Housing Unit have a DRC1782 signed? **(if applicable)** ☐ **Yes** ☐ **No**
B. Are all housing units, identified by name or number and type of facility? ☐ **Yes** ☐ **No**
C. Are housing units inspected annually? ☐**Yes** ☐ **No**
D. Are the annual inspections of housing facilities on DRC1863? ☐ **Yes** ☐ **No**
E. Are the annual inspection forms submitted to the appropriate Deputy Warden? ☐ **Yes** ☐ **No**
F. Are rents including all agreed upon charges deducted bi-weekly? ☐ **Yes** ☐ **No**
G. Are rental rates based upon type of housing? ☐ **Yes** ☐ **No**
H. Are exceptions to rental rates per policy, if any, approved by the Division of Business Administration? **(if applicable)** ☐ **Yes** ☐ **No**
I. **Inspect ALL employee housing units. Fill in attached inspection report for all units.**

14-08 Compliance Rating	☐ **Compliance**	☐ **Non-Compliance**	☒ **Non-Applicable**

If found Non-Compliant or Non-Applicable, clearly document why:

DCI HAS NO EMPLOYEE HOUSING

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
EMPLOYEE HOUSING
STANDARD NUMBER: 14-08

AUDITOR: D. COLLINS

		1	2	3	4	5
		Name or # Type of Facility	Name or # Type of Facility	Name or # Type of Facility	Name or # Type of Facility	Name or # Type of Facility
	Questions:					
A	Does each Employee Housing Unit have a DRC Form 1782 signed? **(If applicable)**				1	
B	Are all housing units identified by name or number and type of facility?					
C	Are housing units inspected annually?		N/A			
D	Are the annual inspections of housing facilities on DRC Form 1863?					
E	Are the annual inspection forms submitted to the Deputy Warden of Administration?					
F	Are rents including all agreed upon charges deducted bi-weekly?					
G	Are rental rates based upon the type of housing?					
H	Are exceptions to rental rates per policy, if any, approved by the Division of Business Administration? **(If applicable)**					
	Total (# of "Yes" results):					
					Number of Items In-Compliance:	

Total Points Possible (# of Units multiplied by 8): N/A

Less: Number of Non-Applicable Items: N/A

Total Points Applicable: N/A

Less: Number of **"No"** Not In-Compliance: N/A

Number of Items In-Compliance: N/A

Compliance Rating: N/A 90% Meets Compliance

Auditor: Dave Coll

1 DCI HAS NO EMPLOYEE HOUSING

2012 Ohio Standards – Adult Correctional Institutions

Standard Number: 14-09	Supersedes: New	Authorizing Policy or A.R.: OAC 126-3-01, Business Office Manual

Appropriated Funds

All payments should be made within thirty days after receipt of a proper invoice. "Invoice" means an itemized listing showing delivery of the commodity or performance of the service described in the order and the date of the purchase or rendering of the service or an itemization of the things done, material supplied, or labor furnished and the sum due pursuant to the contract or obligation. Match invoices, receiving reports and encumbering document to check for accuracy, making sure all items have been received and prices are correct. If there isn't an encumbering document an approved Request to Purchase should be on file authorizing the purchase. If the item(s) or service(s) are not available from a source required by the State Use Law or other DAS State Purchasing or Acquisitions contract or mechanisms then you will need to conduct a bid process for any purchase over $500.00.

Auditor Observations:

Review appropriated vouchers files.

A. Was a proper invoice received for payment? ☒ **Yes** ☐ **No**

B. Was there verification of receipt of goods or service? ☒ **Yes** ☐ **No**

C. Do the items on the invoice match the items on the verification of receipt? ☒ **Yes** ☐ **No**

D. For purchases over $500.00, were three (3) bids obtained? **(Only apply where applicable)**
☒ **Yes** ☐ **No**

14-09 Compliance Rating	☒ **Compliance** ☐ **Non-Compliance** ☐ **Non-Applicable**

If found Non-Compliant or Non-Applicable, clearly document why:

100% COMPLIANCE

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
APPROPRIATED FUNDS
STANDARD NUMBER: 14-09

AUDITOR: D. COLLINS

	Questions:	1 Fund & Voucher Number GRF 493371	2 Fund & Voucher Number GRF 405395	3 Fund & Voucher Number GRF 497837	4 Fund & Voucher Number GRF 554547	5 Fund & Voucher Number GRF 557233	6 Fund & Voucher Number GRF 537587	7 Fund & Voucher Number GRF 542378	8 Fund & Voucher Number GRF 554109	9 Fund & Voucher Number GRF 548105	10 Fund & Voucher Number GRF 546737
A	Was a proper invoice received for payment?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B	Was there verification of receipt of goods or service?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
C	Do the items on the invoice match the items on the verification of receipt?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D	For purchases over $500.00, were three (3) bids obtained? **(Only apply where applicable)**	N/A (1)	N/A (2)	Y	Y	N/A (2)	N/A (1)	N/A (1)	N/A (1)	N/A (1)	N/A (1)
	Total (# of "Yes" results):	3	3	4	4	3	3	3	3	3	3
										Number of Items In- Compliance:	32

Total Points Possible (40): 40
Less: Number of Non-Applicable Items: <8>
Total Points Applicable: 32
Less: Number of "No" Not In-Compliance: <0>
Number of Items In-Compliance: 32
Compliance Rating: 100% 90% Meets Compliance

(1) PURCHASE UNDER $500.00
(2) VENDOR ON TERM CONTRACT

Auditor: [signature]

Standard Number: 14-10	Supersedes: New	Authorizing Policy or A.R.: AR 5120-5-02, Cashier's Manual

Bank Statement Reconciliation Verification

Bank statements for all internal funds shall be accurately reconciled to the appropriate checkbook at the end of each month. All internal funds should be reconciled in the Cashless Commissary and Trust fund Accounting System (CACTAS) bank reconciliation module monthly. At the end of each month, within 10 (ten) days of receiving your bank statement, complete the on-line Monthly report of Cash Book Balances and Bank Reconciliations. Any bank or savings and loan association holding deposits shall be insured by federal insurance agencies.

Auditor Observations:

A. Are bank statements for all internal funds accurately reconciled to the appropriate checkbook at the end of each month? ☒ **Yes** ☐ **No**

B. Are all internal funds reconciled in the CACTAS bank reconciliation module monthly? ☒ **Yes** ☐ **No**

C. Are the on-line Monthly Report of Cash Book Balances and Bank Reconciliations completed at the end of each month, within 10 (ten) days of receiving the bank statement? ☒ **Yes** ☐ **No**

D. Is the internal funds bank or savings accounts insured by federal insurance agencies? ☒ **Yes** ☐ **No**

14-10 Compliance Rating	☒ **Compliance**	☐ **Non-Compliance**	☐ **Non-Applicable**

If found Non-Compliant or Non-Applicable, clearly document why:

100% COMPLIANCE

DEPARTMENT OF REHABILITATION AND CORRECTION
IMA FISCAL REVIEW DATE: 4/10/12
INSTITUTION: DCI
BANK STATEMENT RECONCILIATION VERIFICATION
STANDARD NUMBER: 14-10
AUDITOR: D. COLLINS

Questions	A - 1		A - 2		A - 3		A - 4		A - 5		A - 6		A - 7		A - 8	
	Are the bank statements for all internal funds accurately reconciled to the appropriate checkbook at the end of each month?															
	Does Bank Statement ending balance agree to on-line Cash Book Balance Monthly Report?		Does the Outstanding Check list total agree to the on-line Cash Book Balance Monthly Report?		Do the Deposits in Transit totals agree to the on-line Cash Book Balance Monthly Report?		Does Interest from Bank Statement agree to on-line Cash Book Balance Monthly Report?		Are investments reported from the most current statement? **(Only applies to the institutions below)**		Are reconciling differences adequately supported? **(If applicable)**		Does the Cash Book End Balance agree to the combined Balance Sheet amounts for the CACTAS Checking Account, Cash on Hand, and Investments?		Does the Total Assets of Funds figure agree to the Cash Book End Balance?	
Sources	Bank Stmt.	CBBMR col. 5	CACTAS Bank Rec.	CBBMR col. 6	CACTAS Bank Rec.	CBBMR col. 11	Bank Stmt.	CBBMR col. 7	Bank Stmt.	CBBMR col. 10	CACTAS Bank Rec	# CDDMR col. 4 ≠ 12	CACTAS Bank Rec. or Trial Balance	CDDMR col. 4	-	CDDMR col. 4=col. 12
INMATE TRUST	Y		Y		Y		Y		CCI, HCF, Unit, ACI N/A		Y		Y		Y	
PETTY CASH	Y				Y		Y				Y		Y		Y	
INDUSTRIAL & ENTERTAINMENT	Y		Y		Y		Y		ACI, ManCI, SOCF N/A		Y		Y		Y	
INDUSTRIAL ARTS	Y		Y		Y		Y				Y		Y		Y	
HOUSING & CAFE or GENERAL REV.	Y		Y		Y		Y				Y		Y		Y	
EMPLOYEE ACTIVITY	Y		Y		Y		Y				Y		Y		Y	
COMMISSARY	Y		Y		Y		Y		CRC N/A		Y		Y		Y	
List Inmate Group(s) or Other Funds Here:																
MINORITY AWARENESS	Y		Y		Y		Y				Y		Y		Y	
SEVENTH STEP	Y		Y		Y		Y				Y		Y		Y	
GEM CITY JC'S	Y		Y		Y		Y				Y		Y		Y	
MUSIC ASSN	Y		Y		Y		Y				Y		Y		Y	
INMATE COMMUNITY AFFAIRS	Y		Y		Y		Y				Y		Y		Y	

A	100% Accuracy = 85 points A single failure for any of the above questions = zero points	85	85 or zero points
B	Are all internal funds reconciled in the CACTAS bank reconciliation module monthly? YES	5	5 or zero points
C	Are the on-line Monthly Report of Cash Book Balances and Bank Reconciliations completed at the end of each month, within 10 (ten) days of receiving the bank statement? YES	5	5 or zero points
D	Is the internal funds bank or savings accounts insured by federal insurance agencies? YES	5	5 or zero points

Compliance Rating: 100 % Total Points Possible (100) 90% Meets Compliance

Auditor: [signature]