



DEPARTMENT OF CORRECTIONS  
Chief Financial Office



Title:	AIC Revenue Generating Activities and Programs	DOC Policy: 30.1.6
Effective:	3/17/25	Supersedes: 01/03/24
Applicability:	All Employees	
Directives Cross-Reference:		
Oregon Constitution		
Oregon Accounting Manual		
Food Service Programs – Div 061		
Performance Recognition and Award System (PRAS) – Div 077		
Group Activities (AIC) – Div 145		
Trust Accounts (AIC) – Div 158		
Code of Ethics – Policy 20.1.2		
Code of Conduct – Policy 20.1.3		
Accounting-Control of Funds – Policy 30.1.1		
Checks, Warrants, and Vouchers (Issuance) – Policy 30.1.2		
Receipting, Securing and Depositing Funds – Policy 30.1.3		
Donations – Policy 30.1.7		
Fixed Assets – Policy 30.2.1		
State P-Card (SPOTS) Card Program – Policy 30.3.2		
Contracts Administration – Policy 30.3.3		
Procurement Policy – Policy 30.3.4		
Commissary Operations – Policy 40.2.3		
Food Cost (Food Service) – Policy 40.2.12		
Attachments:		
Other Funds Program Business Plan Proposal form (CD1773)		
Request for Event Pass-Through Account (EPTA) form (CD1777)		
Group Activities Event Proposal Request form (CD1959)		

## I. PURPOSE

The purpose of this policy is to establish the Department of Correction's (DOC) policy and process for activities and programs where adults in custody (AICs) are producing or selling goods to generate funds and when department employees are overseeing activities and programs that generate funds for the benefit of adults in custody. AIC-produced items sold through revenue generating activities and programs within the Department of Corrections are restricted to intra-state commerce (sales may only be made to customers in Oregon).

## II. DEFINITIONS

- A. Administrative Trust Account:** An account created and approved by Central Trust that is located in the adult in custody financial system. Administrative trust accounts are not associated with an individual state identification number (SID#). Central Trust Administrative accounts include but

are not limited to:

1. **Activity Account:** An administrative trust account established to hold funds generated by adult in custody activities. Accounts that fall into this category include continuous fundraising, programs, and special interest groups accounts. Unlike funds in club accounts, funds generated by activities are turned over to Central Accounting monthly by Central Trust and they will reside permanently in a cost center that does not earn interest.
  2. **Club Account:** An administrative trust account established to hold funds for a group of adults in custody that meets the criteria of a club in accordance with the department's rule on Group Activities (AIC) (OAR 291-145). Funds raised on behalf of a club are held in trust by the Department of Corrections for the benefit of a club's membership. Unlike funds in an activity account, funds generated for a club account are held in the Central Trust club account and controlled and administered by the club with Department of Corrections employee oversight. Club accounts receive interest.
  3. **Event Pass-through Trust Account (EPTA):** An administrative trust account that is created and approved by Central Trust, located in the adult in custody financial system, that acts as a temporary holding account for club fundraising events and at-cost events (whether sponsored by a club or not). An Event Pass-through Trust Account (EPTA) must be used for any situation that necessitates a state credit card purchase on behalf of an adult in custody. Refer to the department's policy on The State P-Card of Oregon Transaction System (SPOTS) Card Program (DOC policy 30.3.2) when purchasing with a SPOTS card. Funds collected from adults in custody are placed into an Event Pass-through Trust Account (EPTA) until expenses and revenue (if applicable) are reconciled and distributed. To request an Event Pass-through Trust Account (EPTA), refer to Request for Event Pass-Through Account (EPTA) form (CD1777).
- B. Adult in Custody (AIC):** Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- C. Adult in Custody (AIC) Trust Account:** An account established and maintained in trust by the Department of Corrections on behalf of an adult in custody for the deposit and safeguarding of monies that are the property of the adult in custody or associated with the adult in custody. These accounts are identified by the adult in custody's own state identification number (SID#).
- D. At-Cost:** Only the amount of money needed to produce or obtain goods or services, without extra money added for profit.
- E. Business Plan:** A written document that describes in detail how a revenue generating program operates. All business plans must have approval from the institution's functional unit manager (FUM), the Assistant Director of Operations, and the Chief Financial Officer. Refer to Other Funds Program Business Plan Proposal form (CD1773).
- F. Chief Financial Officer (CFO):** The Chief Financial Officer is responsible for overseeing the financial actions of the Department of Corrections. The Chief Financial Officer's duties include oversight of the functions tracking cash flow and financial planning as well as analyzing the department's financial risks and proposing corrective actions.
- G. Club:** An approved adult in custody group with a constitution and elected club representatives that represents a segment of the adult in custody population as outlined in the department's rule on Group Activities (AIC) (OAR 291-145).
- H. Club Fundraiser:** One-time event with the goal of raising revenue for the sponsoring entity. Adult in custody clubs are the only entities approved to sponsor fundraising events.
- I. Community Contribution Program:** A program in which adults in custody produce goods for

donation to various charitable organizations, local government entities, or a qualified organization as defined in the department's policy on Donations (DOC policy 30.1.7) and is approved by the functional unit manager or designee.

- J. Continuous Fundraiser:** Continuous fundraisers are established to generate revenue for an institution's AIC Activities cost center and provide a benefit to the adult in custody population. Continuous fundraisers are facilitated by Department of Corrections employees and must have an approved business plan to operate.
- K. Cost Center:** A business unit within Department of Corrections' accounting system where program revenue and expenditures are tracked. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.
- L. Cottage Industry Program:** An institution work program (IWP) that uses adult in custody labor to produce goods or services to sell to customers. Some programs have an education or training component. Revenue belongs to the cottage industry program. Cottage industry programs may purchase raw materials, receive donated materials from an outside entity, use surplus material, or use scrap or salvage material.
- M. Customer:** Any person or organization soliciting an arrangement of services or goods that may be provided through an adult in custody institution work program.
  - 1. External customers include adult in custody clubs, the public, Department of Corrections employees, non-employee service providers, other government agencies, and outside entities.
  - 2. Internal customers consist of any Department of Corrections unit. Examples include, but are not limited to, the following: Operations, Correctional Services, Administrative Services, and their subunits.
- N. Department of Corrections Facility:** Any institution, facility, or staff office, including the grounds, operated by the Oregon Department of Corrections.
- O. Donation:** A voluntary financial or non-financial gift to or for the use of an organization. Donations are made without receiving, or expecting to receive, anything of value in return.
- P. Expenditure:** Money spent for goods or services.
- Q. Expense:** The cost required for goods or services.
- R. Food Program:** An adult in custody institution work program that prepares and sells food. The food products may be sold by commissary to adults in custody, or other external or internal customers.
- S. Functional Unit Manager (FUM):** Any person within Department of Corrections who reports to either the Director, Deputy Director, an Assistant Director, or an administrator and has responsibility for the delivery of program services or coordination of program operations. In an institution, the functional unit manager is the superintendent.
- T. Institution Work Program (IWP):** The system used by the Department of Corrections to categorize all approved adult in custody work assignments or any subset thereof. Work assignments may support daily institution operations or exist in programs supporting partnerships with other jurisdictions, agencies, or private parties. Adults in custody participating in institution work programs earn performance awards as defined in the department's rule on Performance Recognition and Award System (OAR 291-077).
  - 1. In internal institution work programs, adult in custody work is usually performed at a Department of Corrections facility. An institution work program is considered to be internal

if it does not meet the criteria of an external

2. institution work program. Examples include cottage industries, custodians, and commissary workers.
  3. In external institution work programs, adult in custody work is performed somewhere other than a Department of Corrections facility and Department of Corrections must have a contractual relationship with the external party that utilizes adults in custody. Examples include fire crews and work crews.
- U. Non-Employee Service Provider:** An individual who provides services or programs to the department or to adults in custody, including an individual who provides services or programs remotely, but not as a paid employee of the department. Examples of non-employee service providers may include contractors, volunteers, mentors, criminal justice partners, and government agency partners.
- V. Office of Chief Financial Officer:** Division of the Department of Corrections that provides support services to all levels of the department through Financial Services and Financial Operations. Functional units relevant to this policy include:
1. **Business Services:** A functional unit within Financial Services that places employees in larger institutions and provides satellite accounting and other fiscal services. This unit acts as a liaison between Department of Corrections' operating divisions and the Office of the Chief Financial Officer.
  2. **Central Accounting:** A functional unit of Financial Operations that records all financial transactions outside of the adult in custody financial system and is the custodian of Department of Corrections' fiscal records.
  3. **Central Trust:** A functional unit within Financial Services that is responsible for administering and managing adult in custody trust accounts, including making authorized transactions to adult in custody trust and administrative trust accounts in compliance with Oregon Administrative Rules and federal or state statutes.
  4. **Procurement and Contracts:** A functional unit of Financial Operations that is responsible for facilitating Department of Corrections contracts and ensuring that all Department of Corrections purchases align with federal and state regulations.
  5. **Statewide Financial Programs:** A functional unit within Financial Services that is responsible for oversight of all Other Funds programs specific to adult in custody revenue generating activities and programs. This unit provides guidance towards best business practices with an emphasis of fiduciary accountability. This includes developing policies and procedures, training employees, ensuring financial integrity, providing technical assistance, and monitoring and auditing compliance with applicable Oregon Administrative Rules, federal and state statutes, and Department of Corrections policies.
- W. Outside Food:** Food prepared by a licensed food service establishment other than Department of Corrections. This includes food prepared by or sold by a licensed commercial vendor purchased for adult in custody consumption.
- X. Program Supervisor:** Department of Corrections employee responsible for oversight of an adult in custody revenue generating program.
- Y. Revenue:** Money generated from the sale of goods or services.
- Z. Scrap or Salvage Material:** Materials that are no longer needed or able to be used for its intended purpose.

**AA. Special Interest Group:** An approved AIC group that does not meet the standards of a club.

**BB. Surplus Material:** Excess inventory remaining after completion of a project which cannot be returned to the vendor for credit but is useful for some purpose.

**CC. Value-Based Pricing:** Actual cost of materials plus adult in custody labor costs (average Performance Recognition and Award System (PRAS) cost for unit performing work) plus 20 percent (or what the market allows). Value-based pricing may not be applied to internal customer sales.

**DD. Work Based Education (WBE) Program:** An education program that may involve adult in custody work. All Work Based Education programs are administered by a community college with a contract in place. Performance Recognition and Award System (PRAS) points are allowed and either a community college certification or other credentials are obtained by the adult in custody. If revenue is generated, profits are returned to the Department of Corrections Work Based Education program.

### III. POLICY

#### A. GENERAL

It is the policy of the Department of Corrections to conduct transactions of Other Funds programs in compliance with standard business practices, the Oregon Accounting Manual (OAM), the department's policy on Code of Conduct (DOC policy 20.1.3), the Oregon Constitution, Article I, Section 41, and any applicable federal or state statutes. All Other Funds programs that include activities where adults in custody are producing or selling goods, or both, to generate money must comply with direction set forth by the Department of Corrections Director.

1. The Oregon Constitution stipulates that products and services of corrections work programs shall be provided on such terms as are set by the Department of Corrections Director.
2. The Oregon Constitution stipulates the agency shall avoid establishing or expanding for-profit work programs that displace or significantly reduce pre-existing private enterprise, government, or non-profit programs that employ persons with developmental disabilities.
3. The decision to establish, maintain, expand, reduce, or terminate any corrections work program remains in the sole discretion of the Department of Corrections Director. Therefore, any time the agency creates an exception to the above it must work with state industry associations on a compromise.
4. The Oregon Constitution requires state agencies to use adult in custody labor when it saves the state money; therefore, the agency's adult in custody work programs focus on providing services to other agencies that require labor.
5. The Oregon Accounting Manual requires each employee authorized to make an expenditure decision involving state funds be responsible for the good judgment and lawfulness of the expenditure. Employees must ensure the transaction is for authorized purposes and is a responsible and appropriate use of the funds. A negligent or fraudulent expenditure may result in personal financial responsibility and disciplinary action up to and including dismissal.
6. Events including items paid for by adults in custody with a Request for Withdrawal of Funds form (CD28 or CD28P) or Administrative Check Request or Transfer form CD28A) may not compete with commissary by selling like items.

- a. Items must be purchased through commissary for all consumable good (for example,

- snacks, candies, hygiene items, nutrition supplements, etc.) and durable good (for example, headphones, shaker bottles, cooling towels, etc.) purchases.
- b. Exceptions must be approved by the Assistant Director of Operations or designee and will be applicable statewide. For a current exception list, please reach out to Statewide Financial Programs.
  - c. Department of Corrections employees may not circumvent commissary by purchasing directly from contracted commissary vendors.
  - d. Events paid for by adults in custody may include, but are not limited to, club fundraisers and at-cost events, Department of Corrections facilitated adult in custody work groups appreciation or incentive items, adult in custody programming groups appreciation or incentive items, and special interest group events.
7. Events that include a meal may use their institutions Food Service unit or an outside food vendor (for example, restaurants, food carts, etc.).
- a. All food service requests (Request for Banquet form (CD1771) and Request for Refreshments form (CD1772)) shall be submitted with adequate time (minimum 30 days) for Food Service to accommodate requests.
  - b. All outside food vendors must be reviewed to ensure there is no conflict of interest (that is, employee, employee family, adult in custody family is not benefitting from the purchase from the vendor).
  - c. Events that include meals may include but are not limited to club fundraisers and at-cost events, Department of Corrections-facilitated adult in custody work group appreciation or incentive meals, adult in custody programming groups appreciation or incentive meals, and special interest group events.
8. Department of Corrections employees, contractors, and volunteers may not derive a benefit from revenue generating activities, events, or programs in accordance with the department's policy on Code of Conduct (DOC policy 20.1.3). Department of Corrections employees may participate in activities, events, and programs with appropriate payment. Payment must be submitted to Business Services or designee.
9. The Program Supervisor or designee is responsible for submitting completed Accounts Receivable Invoice Request forms (CD1477) to Central Accounting. Institutions may not generate their own invoice to directly bill a customer.
10. It is recommended that Department of Corrections employees inquire with the Statewide Financial Programs unit for any questions pertaining to this policy.

## **B. PROGRAM DEVELOPMENT**

Business Plans are required for all programs that generate revenue for the Department of Corrections. This includes, but is not limited to, cottage industries, external food programs, and continuous fundraisers. Prior to implementing a new program, a business plan must be completed by an institution employee and approved by their functional unit manager, Assistant Director of Operations, and the Office of the Chief Financial Officer, or designees. See the Other Fund Program Business Plan Proposal form (CD1773). In addition, the following guidelines must be addressed by the business plan:

- 1. Contractual considerations.
  - a. A contract is needed when an agreement between two or more parties creates a legally enforceable obligation to provide recurring or non-recurring services or goods to a

customer. Department of Corrections employees shall work with the Contract and Procurements unit, in accordance with the department's policy on Contracts Administration (DOC policy 30.3.3), to establish a contract, if necessary, with the customer.

- b. A contract is not needed for the following:
  - A. Internal sales to other Department of Corrections work units.
  - B. Point of Sale transactions at institutions, other Department of Corrections locations, or public events (flea markets, fairs, public markets, etc.).
- 2. Other Funds shall be used for start-up costs.
- 3. Any new program must be self-sustaining within six months on a current month basis.
- 4. If funding exists, exceptions may be made with approval by the Assistant Director of Operations or designee to continue operations when the goals and results of the program support the mission, vision, and core values of Department of Corrections.
- 5. Appropriate cost centers to manage the program will be established with Central Accounting using Cost Center Request form (CD1610) and Delegation of Expenditure Authority form (CD1439). If the program is a continuous fundraiser, the AIC Activities cost center is already established for use at each institution.
- 6. Programs that generate revenue for Department of Corrections, as well as at-cost events and clubs, must not compete with commissary by selling like items. Before selling any items that may be in competition with commissary, approval must be granted by the Assistant Director of Operations. Refer to the department's policy on Commissary Operations (DOC policy 40.2.3).
- 7. Department of Corrections employees, contractors, or volunteers may not function as a paid vendor to provide goods or independent services for events in accordance with the department's policy on Code of Conduct (DOC policy 20.1.3) as this is a conflict of interest. All purchases require a second person to verify that the receipt and the items received match.

### **C. INSTITUTION WORK PROGRAMS**

- 1. Cottage Industries:
  - a. Cottage Industries are considered institution work programs (IWPs) operating within a Department of Corrections facility. The following procedures outline business requirements of a cottage industry. This includes food for meals sold to Department of Corrections employees that fall outside the scope of the department's policy on Sale of Meal Tickets (DOC policy 40.2.4) and work-based education programs that are operated as a cottage industry.
  - b. Net income generated from a cottage industry program must be available to the program that generated the net income before support is given to a different institution work program at the same facility. Funds generated from these activities must remain dedicated for use within institution work programs.
  - c. At the discretion of the Assistant Director of Operations or designee, funds generated may be transferred to another institution's institution work program.
  - d. Standards and Protocols:
    - A. Customers may not engage in negotiations with adults in custody concerning projects, prices, or enter into any kind of business arrangement. If there is a need to

provide project specifications to an adult in custody the program supervisor shall facilitate the engagement. If attempts are made to circumvent this procedure, the customer's purchasing abilities may be suspended for an indefinite period of time, and in the case of Department of Corrections employees, also may include discipline, which will be determined by the functional unit manager.

- B. Goods and services must be available to the public unless the goods or services require the customer to access the institution, in which case the program may limit its customer base to individuals with institution access. Items represented in the catalog, but not yet assembled or produced, are considered available.
- C. The program supervisor or designee performs an initial reconciliation of assets (cash, checks, inventory, etc.) prior to selling goods and a final reconciliation at the close of the business day if or when conducting business outside of normal operations.
- D. If sales are made during non-business days (such as a weekend flea market or other public sales event), all proceeds (which may include money, or tickets based upon program operations) and receipts must be brought to Business Services or designee at the start of the next business day for reconciliation. All sales involving cash must be in accordance with Oregon Accounting Manual Policy 10.20.00 and properly secured in accordance with the department's policy on Accounting – Control of Funds (DOC policy 30.1.1).
- E. All cottage industries shall use value-based pricing for external customer sales as defined in Section II(M)(1) above. Program sales to internal customers must be at-cost. The program supervisor has discretion to fluctuate product pricing based on special considerations which may include large quantity orders, community projects, non-profit organizations, or donations of materials, as long as the price is not lower than the cost to produce the item.
- F. Cottage industry programs may not replicate or reproduce any images or items that are deemed to be trademarked, registered, or the protected property of others unless appropriate approval has been given.
- G. When a new program supervisor is assigned to a cottage industry program, they are required to receive training from the Statewide Financial Services unit within 60 days.
- H. Acceptable forms of payment:
  - i. Public, to include Department of Corrections employees: Cashier's check or money order must be submitted to Business Services or designee.
  - ii. Department of Corrections internal entities: A Journal Entry Request form (CD1476) must be completed by the program supervisor or designee once the order has been approved. The approved order, along with the Journal Entry Request form, (CD1476), must be approved by the appropriate cost center approver prior to the order being picked up. The approved Journal Entry Request form (CD1476) must be forwarded to Central Accounting, along with any other supporting documentation, by the last business day of the month in which the order was completed.
  - iii. External government entities: An Accounts Receivable Invoice Request form (CD1477) must be completed by the program supervisor or designee once the order has been approved. The approved order must be signed by a representative of the external government agency prior to the order being

picked up. The Accounts Receivable Invoice Request form (CD1477) must be forwarded to Central Accounting, along with any other supporting documentation including the authorized order, by the last business day of the month in which the order was completed.

- iv. Adults in Custody: A Request for Withdrawal of Funds form (CD28 or CD28P) must be submitted to Business Services.
- v. Other forms of payment may be accepted if approved by the Chief Financial Officer.
- e. Records Management:
  - A. The Statewide Financial Programs unit is responsible for approving the processes and procedures used to document, track, and control the financial activities of cottage industry programs.
  - B. The Statewide Financial Programs unit is responsible for coordinating financial records for all cottage industry programs.
  - C. Records must be maintained for audit purposes in accordance with records retention policies and the Secretary of State's retention schedule.
  - D. The program supervisor is responsible for the completeness and accuracy of records for the cottage industry program.
  - E. The program supervisor is responsible for ensuring timely submission of Journal Entry Request forms (CD1476) and Accounts Receivable Invoice Request forms (CD1477).
  - F. Costs must be reviewed for accuracy by the program supervisor and updated annually as necessary which may necessitate amending contracts with external customers to ensure program sustainability.
  - G. Cottage industry program revenue and expenditures must be reconciled on a monthly basis by the program supervisor. Program supervisors may utilize the following to ensure financial accountability:
    - i. Department of Corrections accounting system records and reports
    - ii. Adult in custody financial system reports
    - iii. Internal spreadsheets
    - iv. SPOTS purchases
    - v. Sales receipts
  - H. Program supervisors shall meet with Statewide Financial Programs unit representative(s) annually to ensure processes and controls are operating as intended. Quarterly, the Statewide Financial Programs unit prepares a detailed summary of cost centers for distribution to key stakeholders including the functional unit manager.
- f. Order Procedures for Cottage Industry Programs:
  - A. Catalog:
    - i. All products offered for sale must be listed in a program catalog or list of standard products. The catalog must provide information describing the product, availability, designated price, and any available options.

- ii. Choices are limited to what is listed in the catalog. Any deviation from the catalog is considered a custom order. Custom orders are available with approval from the program supervisor.
- iii. Customers may have the option to view the product catalog via a webpage.

B. Orders:

- i. All customers must present Business Services or designee with a completed order form and must make payment through Business Services or designee using an approved form of payment during regular business hours. Upon receipt of payment, Business Services or designee will issue a serially numbered receipt to the customer. The order form will be marked paid, and a copy of the form will be sent to the program supervisor and used as an order fulfillment request. If there is a delay in fulfillment (for example, the item is not in stock) the customer will be contacted by the program supervisor or program staff.
- ii. Some items, due to their size or complexity, are not kept in inventory and will only be assembled upon receipt of the paid order. The program catalog will provide approximate assembly times. The program supervisor will determine when the item will be available.

C. Custom Orders:

- i. Order initiation:
  - I. The customer completes an order form and supporting documentation is attached (for example, drawings, pictures, etc.).
  - II. The customer submits the completed order form to the program supervisor for review.
- ii. Order approval or denial: The program supervisor approves or denies the request.
  - I. Denial: Order form is marked denied with a brief explanation. The order form is returned to the customer and a copy of the denied order form is retained on file.
  - II. Approval: A unique tracking number is assigned, and an estimate is provided to the customer. The estimate shall use value-based pricing, taking into consideration market fluctuation of pricing for needed materials.
- iii. If the estimate is accepted, a 50 percent deposit of the estimated price shall be paid to Business Services or designee. Customers may also pay for products in full. Business Services or designee will provide the customer with a serially numbered receipt and notify the program supervisor the deposit has been received. All deposits are non-refundable.
- iv. Following notification of payment, the cottage industry program may begin working on the order. Note: The materials for the order may not be purchased until notification of payment is received.
- v. If there are any deviations from the original price quoted prior to or during production, the customer will be notified and must approve the price change in writing.

D. Order Payment:

At completion, the customer will be notified and must submit payment of the remaining balance, if owed, to Business Services or designee and will be issued a receipt for payment in full.

E. Order Pick Up:

To pick up their order, the customer must bring the receipt to the program location, or other location as determined by the program supervisor, where a copy will be made for record purposes. All custom ordered items are to be picked up within 60 days of notification of completion. All items not picked up may be resold on a first come, first served basis.

g. Donation of Goods and Services to Customers:

Goods from a cottage industry program may be donated in accordance with a community contribution program. The following methods shall be used:

- A. Method 1: Materials are purchased by a community organization and provided to the cottage industry. Department of Corrections may donate adult in custody labor and employee supervision; or
- B. Method 2: The donation is created with products made from non-metal scrap or salvage materials of a value less than \$250.00 and in accordance with the department's policy on Fixed Assets (DOC policy 30.2.1). Department of Corrections may donate adult in custody labor and employee supervision.

2. Food Programs:

The Request for Banquet form (CD1771) and Request for Refreshments form (CD1772) must be used as supporting documentation. The Food Service Manager or designee must attach other required documents, as explained below, when submitting for payment.

- a. Food programs selling to external customers must use value-based pricing unless the Food Service Manager involved can justify to their functional unit manager and Food Service Administrator a different surcharge. Food programs selling internally to Department of Corrections must be at-cost. Documentation supporting pricing must be kept for audit purposes. This includes customer quotes, food receipts, etc.
- b. Costs must be reviewed by the Food Service Administrator for accuracy and updated annually as necessary. Costs include, but are not limited to, the cost of food and adult in custody labor.
- c. Past and current formulas for calculating cost of meals and overhead must be maintained as part of the program's permanent records.
- d. Food program accounts and transactions must be reconciled with the Department of Corrections accounting system on a monthly basis with all reports printed and stored for audit purposes.
- e. Sales from food programs must be recorded in the Department of Corrections accounting system in accordance with the department's policy on Food Cost (Food Service) (DOC policy 40.2.12).
- f. Department of Corrections employees shall ensure compliance with federal, state, county, and local regulations controlling the sale of food. Examples include United States Department of Agriculture, state and county health departments, and the Oregon Department of Agriculture.
- g. External Food Programs:

External food programs consist of food prepared at a Department of Corrections facility and sold to an external entity. Examples include meals to jails or sales of baked goods. External food programs require an approved business plan.

- A. External food programs, including proportionate Department of Corrections employee time, must be self-supporting within six months of startup on a current month basis unless the program is given approval to continue for a specific period of time by the functional unit manager, the Institution Administrator, and a designee from the Office of Chief Financial Officer.
  - B. Food sold under this program model must include a contract with the purchaser. Exception to this would be one-time or nonrecurring purchases.
  - C. Orders submitted to Food Services must be documented on a Request for Banquet form (CD1771) or Request for Refreshments form (CD1772), as appropriate. These forms must be used as supporting documentation.
  - D. An Accounts Receivable Invoice Request form (CD1477) must be completed and submitted by the program supervisor or designee to Central Accounting monthly for all external food sales. The Accounts Receivable Invoice Request form (CD1477) may contain multiple line items for different food products. Exception to this would be for one-time, nonrecurring sales of less than \$100.00 or point-of-sale transactions for more than \$100.00 where a customer pays in full when the food is picked up.
    - i. Transactions for one-time, nonrecurring sales of less than \$100.00 are completed by using a Request for Banquet form (CD1771) and Request for Refreshments form (CD1772) as the invoice and supporting documentation.
    - ii. Customers may not be billed; they must pay for the sale prior to acceptance of product.
  - E. Ongoing expenses for food purchased with General Fund must be reimbursed quarterly.
  - F. Proceeds from food programs are considered an institution work program activity. Net revenue can only be used to support the existing program or other institution work programs. It is recommended that food service institution work programs have their own cost center in the institution IWP fund, separate from other institution work programs, such as work crews or creative arts programs.
- h. Internal Food Programs:

Internal food programs consist of food prepared at a Department of Corrections facility and sold for internal meetings and activities (cookies, cinnamon rolls, fruit platters, sandwich platters, beverage service) that are not a part of the Sale of Meal Tickets Policy (DOC policy 40.2.4). Guidance for staff meal ticket purchases can be found in the department's policy on Sale of Meal Tickets (DOC policy 40.2.4) and the department's policy on Food Cost (Food Service) (DOC policy 40.2.12). Internal food programs do not require an approved business plan.

- A. All food provided for internal meetings and Department of Corrections activities must be documented on a Request for Banquet form (CD1771) or Request for Refreshments form (CD1772). Department of Corrections may not be charged additional costs including the 20 percent surcharge. The Banquet Request and Refreshment Request forms must be used as supporting documentation for a Journal Entry Request form (CD1476) or an Administrative Check Request or Transfer form (CD28A).

- B. All food provided for club events must be documented on a Request for Banquet form (CD1771) or Request for Refreshments form (CD1772). Club events are subject to value-based pricing, which includes the 20 percent surcharge. The Banquet Request and Refreshment Request forms must be used as supporting documentation for the Administrative Check Request/Transfer form (CD28A).
- C. Supplies purchased with General Fund for food that is resold must be reimbursed to the General Fund Food Service cost centers in accordance with the department's policy on Food Cost (Food Service) (DOC policy 40.2.12).
- D. If food products are sold for Department of Corrections usage (a cost center will be charged for the expense), Food Services is responsible for submitting a Journal Entry Request form (CD1476) and associated Request for Banquet form (CD1771) and Request for Refreshments form (CD1772) as supporting documentation. Note: Journal Entries are for charging cost centers and are processed by Central Accounting.
- E. If food products are sold to adult in custody clubs, Food Service shall be paid monthly from the club's administrative trust account by submitting an Administrative Check Request or Transfer form (CD28A) and associated Request for Banquet form, (CD1771) and Request for Refreshments form (CD1772) as supporting documentation. Note: CD28A forms are submitted to Business Services for review. Once Business Services review is complete, they will forward the CD28A to Central Trust for processing.
- F. All food service requests shall be made with adequate time (minimum 30 days) for Food Service to accommodate requests. It is at the discretion of the Food Service Manager to make an exception to requests submitted late. The Food Service Manager, in conjunction with the functional unit manager, has the option to decline to provide food for an event; in which case, the event planner may have the option, depending on institution policy, to use an external vendor to provide needed food.
- G. If outside food is brought in for an internal event, event planners need to consult the Food Service Manager to ensure proper sanitation measures and storage is available in accordance with the department's rule on Food Service Programs (OAR 291-061). The event planner is responsible for the safety and sanitation of the outside food.
- i. Commissary Food Programs:
  - A. Markup for food sold on adult in custody commissary such as oatmeal, farina, and baked goods must be based on a profitable business model to provide for self-supporting commissary operating costs in accordance with the department's policy on Commissary Operations (DOC policy 40.2.3).
  - B. Items prepared for sale on adult in custody commissary must be billed at least quarterly through a Commissary generated invoice sent to Central Trust with supporting documentation. Central Trust will submit payment to Food Service through Central Accounting.
  - C. Supplies purchased with General Fund for food that is resold on adult in custody commissary must be reimbursed to General Fund Food Service Cost Centers at least quarterly.

### 3. Other Work Programs:

- a. Internal adult in custody work programs that do not have a revenue generating

component are outside the scope of this policy. Examples include, but are not limited to, custodians and adults in custody assigned to work in areas such as the physical plant.

- b. Adult in custody work crews (IWP) are outside the scope of this policy.
- c. The Statewide Financial Programs unit may serve as a resource to ensure sound business practices are being followed.

#### **D. ACTIVITIES**

##### **1. Continuous Fundraisers:**

Continuous fundraisers are Department of Corrections programs intended to generate revenue on a recurring basis for the benefit of the adult in custody population. Revenue from continuous fundraisers is classified as AIC Activities funds. These programs may include photo, rental, food, or other types of programs that provide a benefit to the adult in custody population. Continuous fundraisers must have an established business plan which has approval to operate from the institution's functional unit manager, Assistant Director of Operations, and the Chief Financial Officer. Continuous fundraisers are set up and managed by Department of Corrections and are not a function of clubs. Continuous fundraisers are not to compete with commissary by selling like items unless prior approval is received by the Assistant Director of Operations or designee. Refer to the department's policy on Commissary Operations (DOC policy 40.2.3).

- a. Continuous fundraisers may not be used to generate funds to offset security, food, clothing, Department of Corrections employee office supplies, medical or mental health care expenses, or any other routine General Fund expenses.
- b. The functional unit manager is responsible for ensuring funds generated are used for appropriate expenditures, such as adult in custody activities or items to benefit the adult in custody population.
- c. Continuous Fundraising Approval:
  - A. Institutions must work with the Statewide Financial Programs unit to develop a business plan.
  - B. Once the business plan is approved by the functional unit manager, the Statewide Financial Programs unit obtains approval from all other parties.
  - C. Institutions may implement the continuous fundraiser once final approval of the business plan has been received.
  - D. All continuous fundraiser business plans must be reviewed, updated, and signed by the functional unit manager or designee annually. If no changes are necessary, then the continuous fundraiser may be reapproved by the Statewide Financial Program Manager or designee.
- d. Standards and Protocols:
  - A. It is acceptable to use a SPOTS card to purchase items to support continuous fundraiser operations.
  - B. Adults in custody participating in a continuous fundraiser must submit a Request for Withdrawal of Funds form (CD28 or CD28P) which will be processed to an institution's Central Trust activity account. These accounts are turned over to the institution's AIC Activities cost center monthly.

##### **2. At-Cost Events:**

At-cost events allow Department of Corrections to facilitate events that adults in custody may participate in at or below cost. Group activity events are not to compete with commissary by selling like items. Exceptions must be approved by the Assistant Director of Operations or designee. These events are intended to normalize, humanize, and incentivize adult in custody behavior. Examples of at-cost events may include food, incentive meals, entertainment, and approved items. At-cost events must be approved by the functional unit manager or designee.

- a. Adults in custody must be charged at or below cost when participating in at-cost events.
- b. At-Cost Event Approval:
  - A. To ensure appropriate level of service and to avoid scheduling conflicts, employees must submit a Group Activities Event Proposal (CD1959) to coordinate all operational areas including Business Services, Security, Correctional Rehabilitation Services, Food Service, and Administration when facilitating an at-cost event. For institutions that do not have on-site Business Services employees, inform Business Services employee(s) assigned to the institution. Institutions must work with Business Services to develop, maintain, and distribute a detailed calendar of group activity events. Institutions must work with Business Services to develop, maintain, and distribute a detailed calendar of group activity events.
  - B. Once approved by the functional unit manager or designee, institutions may implement the at-cost event.
- c. Standards and Protocols:
  - A. It is acceptable to use a SPOTS card to purchase items for at-cost events.
  - B. Funds are required to be in the appropriate Event Pass-through Trust Account (EPTA) prior to purchases with a SPOTS card.
  - C. If outside food from a restaurant is purchased for an at-cost event, the SPOTS card holder is responsible for determining if the SPOTS card may be used for the purchase in accordance with the department's policy on The State P-Card of Oregon Transaction System (SPOTS) Card Program (DOC policy 30.3.2).
  - D. The funds collected from adults in custody and processed to an Event Pass-through Trust Account (EPTA) must match or be less than the total at-cost event expenses. Only funds recorded in the Event Pass-through Trust Account (EPTA) shall be listed in the Event Pass-through Trust Account (EPTA) column in the SPOTS Reconciliation Log (CD1710). If expenses exceed the amount collected, the excess needs to be placed in the standard amount column in the SPOTS Reconciliation Log (CD1710). If the event was facilitated below cost, the sponsoring entity must cover the difference.
  - E. In the event funds collected from adults in custody are slightly higher than expenses, the excess funds must be transferred by the SPOTS cardholder to the institution's AIC Activities cost center via an Administrative Check Request or Transfer form (CD28A).
  - F. All purchases require a second person to verify that the receipt matches the items received.
  - G. Department of Corrections employees, contractors, or volunteers may not function as a paid vendor to provide goods or independent services for events in accordance with the department's policy on Code of Conduct (DOC policy 20.1.3), as this is a

conflict of interest.

- H. Friends, family members, or other associates of adults in custody may not function as a paid independent vendor to cater events.
- I. Institutions shall develop a system for tracking approved Request for Withdrawal of Funds forms (CD28 and CD28P) to accurately determine the number of adults in custody participating in an at-cost event to limit waste or over-purchasing. The system shall be based upon reports provided by Business Services. If available, institutions are encouraged to use electronic processes.
- J. Department of Corrections employees facilitating at-cost events may not allow adults in custody to participate in the event if the adult in custody has non-sufficient funds (NSF).
- K. If unsold perishable goods from an at-cost event are going to waste, they will be disposed of appropriately at the discretion of the functional unit manager or designee.

d. Trust Accounting:

- A. Adults in custody who want to participate in an at-cost event must submit a Request for Withdrawal of Funds form (CD28 or CD28P). Adults in custody must sign the Request for Withdrawal of Funds form (CD28 or CD28P) in the presence of a Department of Corrections employee for identity verification in accordance with the department's rule on Trust Accounts (AIC) (OAR 291-158).
- B. The purpose on the Request for Withdrawal of Funds form (CD28 or CD28P) must include a transaction description notating:
  - i. Department of Corrections facility
  - ii. Sponsoring entity (club name or Department of Corrections division)
  - iii. Event description
  - iv. Event date (if applicable)
- C. Request for Withdrawal of Funds form (CD28 or CD28P) must be submitted to Business Services two weeks prior to the at-cost event.
- D. Financial services employees are responsible for funds verification of CD28 and CD28P forms in accordance with the department's rule on Trust Accounts (AIC) (OAR 291-158).
- E. Purchases may not be made until the Request for Withdrawal of Funds form (CD28 or CD28P) have been processed and the number of participants is known.

e. Central Accounting:

- A. When SPOTS card purchases occur, Central Accounting processes payments from a cost center. If there are purchases on the SPOTS Reconciliation Log (CD1710) in the Event Pass-through Trust Account (EPTA) column, SPOTS card users are responsible for submitting their SPOTS Reconciliation Log (CD1710) to both Central Trust and Central Accounting to ensure appropriate reimbursement occurs.
- B. All of the above steps must be completed for audit and documentation purposes.

3. Clubs:

Clubs are Department of Corrections-approved adult in custody groups that represent a

segment of an adult in custody population with a common social or cultural interest. Clubs are required to have an approved constitution with elected adult in custody club representatives. Money generated on behalf of a club is held in trust by the Department of Corrections for the benefit of a club to further their purpose. Clubs allow adults in custody to gain leadership experience in a pro-social setting with the assistance of Department of Corrections employee club advisors.

a. Standards and Protocols:

- A. Once a club constitution has been approved, a Central Trust club account may be requested by the facilitating employee by submitting a Request to Establish Administrative Account for Clubs & Activities form (CD1776).
- B. Club constitutions must be reviewed, updated, and signed by the functional unit manager or designee annually.
- C. Club events, donations, and purchases are approved or denied by the functional unit manager, or designee based upon legitimate correctional objectives and the club's purpose as outlined in their constitution.
- D. Department of Corrections is responsible for providing oversight to ensure there are sufficient funds held in trust to cover club expenses and that club expenses are in alignment with the club purpose. Department of Corrections employees may not allow funds held in trust to be overspent. Central Trust club accounts may not be allowed to run a deficit.
- E. Business Services must provide financial reports to clubs on a monthly basis which provides transactional details that have posted to the Central Trust club account.
- F. Department of Corrections employee club advisors must assist clubs in facilitating their goals and objectives as outlined in the club constitution but may not provide undue influence as to how clubs operate and choose to spend club funds.
- G. All disbursement of club funds must be made in accordance with the department's policy on Checks, Warrants and Vouchers (Issuance) (DOC policy 30.1.2).
- H. SPOTS cards are the preferred method for making club purchases. Central Trust may issue a check from a club trust account if the purchase cannot be made with a SPOTS card. Any remaining monies from a withdrawal to purchase products must be turned in the next business day to credit the club trust account appropriately.
- I. Adult in custody clubs must track and approve all club expenses. In maintaining responsibility for club financial management, Department of Corrections employee club advisors must provide clubs with a copy of an itemized receipt for all purchases made on a club's behalf.
- J. Adult in custody clubs may own store memberships.
  - i. Department of Corrections employees may not use a club's membership cards for personal use.
  - ii. Memberships must be established using the institution and club name and may not include any Department of Corrections employees on the account.
  - iii. Membership cards must be kept secured by the functional unit manager or designee.
  - iv. Rebates (if applicable) must be deposited into the Central Trust club account.

- K. Department of Corrections employee club advisors who facilitate business on behalf of clubs, shall only do so through Department of Corrections-approved processes with vendors that have been registered and licensed with the Secretary of State.
  - i. Department of Corrections employees must follow Department of Corrections contract and procurement guidelines when making purchases for clubs.
  - ii. It is unauthorized for clubs or adults in custody acting on behalf of club membership to enter into a contractual relationship with vendors or any other organization.
- b. Club Events:
  - A. Club events include club fundraisers, club at-cost events, club banquets, and any other club-sponsored activity. Revenue generated through fundraising activities must have a clear goal that aligns with the club's purpose and objectives. All events, including fundraisers, are not to compete with commissary by selling like items. Exceptions must be approved by the Assistant Director of Operations or designee. Refer to the department's policy on Commissary Operations (DOC policy 40.2.3).
  - B. Club events may not be used to generate funds to offset security, food, clothing, Department of Corrections employee office supplies, medical or mental health care expenses, or any other routine General Fund expenses.
  - C. Money generated on behalf of a club is held in trust by Department of Corrections for the benefit of a club to further the club's purpose, including money generated through fundraising events. Department of Corrections employee club advisors are responsible for ensuring that funds generated by clubs are managed by the clubs. Department of Corrections employee club advisors are also responsible for ensuring that club monies are accounted for in their assigned Event Pass-through Trust Account (EPTA).
  - D. Event Procedures:
    - i. To ensure appropriate level of service and avoid scheduling conflicts, Department of Corrections employee club advisors must submit a Group Activities Event Proposal (CD1959) to coordinate all operational areas including Business Services, Security, Correctional Rehabilitation Services, Food Service, and Administration when facilitating club events.
    - ii. Institutions must work with Business Services to develop, maintain, and distribute a detailed calendar of club events. Final approval for club events must be authorized by the functional unit manager or designee.
    - iii. The authorizing entity must assume the cost of security, or any overtime associated with events, whether it is in the food service area or elsewhere in the institution.
    - iv. Markup for club fundraisers may not exceed 100 percent of the cost to produce or purchase the item. For example, the purchase of a \$5.00 fundraiser meal may not be marked up beyond \$10.00.
  - E. Food Purchases:
    - i. Department of Corrections employee club advisors are required to consult with the functional unit manager or designee to recommend appropriate serving sizes and amounts of food ordered or purchased from outside sources.

- ii. Institutions shall develop a system for tracking approved Request for Withdrawal of Funds form (CD28 and CD28P) to accurately determine the number of adults in custody participating in the club event to limit waste or over-purchasing. The system shall be based upon weekly reports provided by Business Services. If available, institutions are encouraged to use the electronic process.
- iii. Food left over from an event is the responsibility of the club sponsoring the event. If there is significant leftover food, items may be donated to the institution for general adult in custody consumption, with the functional unit manager or designee's approval.

F. Standards and Protocols:

- i. Funds collected from adults in custody must be processed to an Event Pass-through Trust Account (EPTA) if there will be a SPOTS purchase. All club purchases must be listed in the Event Pass-through Trust Account (EPTA) column in the SPOTS Reconciliation Log (CD1710). If expenses exceed the amount collected, the club must transfer money from their club trust account to the Event Pass-through Trust Account (EPTA) to cover the difference. Exceptions to this procedure must be approved by the Statewide Financial Programs unit.
- ii. It is acceptable to use a SPOTS card to purchase ingredients to prepare a fundraiser meal.
- iii. If outside food from a restaurant is purchased for an adult in custody fundraiser, the SPOTS cardholder is responsible for determining if the SPOTS card may be used for the purchase in accordance with the department's policy on The State P-Card of Oregon Transaction System (SPOTS) Card Program (DOC policy 30.3.2).
- iv. Funds are required to be in the appropriate Event Pass-through Trust Account (EPTA) prior to purchases with a SPOTS card.
- v. All outside purchases require a second person to verify that the receipt matches the items received. The receipt must be provided to Central Accounting and Central Trust (if Event Pass-through Trust Account (EPTA) used), during the SPOTS cardholder's monthly reconciliation.
- vi. Department of Corrections employees, contractors, or volunteers may not function as a paid vendor to provide goods or independent services for events in accordance with the department's policy on Code of Conduct (DOC policy 20.1.3), as this is a conflict of interest.
- vii. Friends, family members, or other associates of adults in custody may not function as a paid independent vendor to cater events.

G. Trust Accounting:

- i. Adults in custody who want to participate in a club event must submit a Request for Withdrawal of Funds form, (CD28 or CD28P). Adults in custody must sign the Request for Withdrawal of Funds form (CD28 or CD28P) in the presence of a Department of Corrections employee for identity verification in accordance with the department's rule on Trust Accounts (AIC) (OAR 291-158).
- ii. The purpose on the Request for Withdrawal of Funds form (CD28 or CD28P) must include a transaction description notating:
  - I. Department of Corrections facility

- II. Club name
- III. Event description
- IV. Event date
- iii. Request for Withdrawal of Funds form (CD28 or CD28P) must be received by Business Services two weeks prior to the club event.
- iv. Financial services employees are responsible for funds verification of CD28 and CD28P forms in accordance with the department's rule on Trust Accounts (AIC) (OAR 291-158).
- v. Purchases may not be made until Request for Withdrawal of Funds form (CD28 or CD28P) have been processed and the number of participants is known.
- vi. Department of Corrections employee advisors may not allow adults in custody to participate in the event if the adult in custody has non-sufficient funds (NSF).
- H. Central Accounting:
  - i. When SPOTS card purchases occur for clubs, Central Accounting processes payments from a cost center. All club purchases must be on the SPOTS Reconciliation Log (CD1710) in the Event Pass-through Trust Account (EPTA) column. SPOTS card users are responsible for submitting their SPOTS Reconciliation Log (CD1710) to Central Accounting to ensure appropriate reimbursement occurs.
  - ii. Central Accounting will receive an associated reimbursement from Central Trust to reconcile to the SPOTS Reconciliation Log (CD1710) for Event Pass-through Trust Account (EPTA) purchases.
  - iii. Each of the above steps must be completed for audit and documentation purposes.
- c. Donations:
  - A. A club may choose to fundraise for a charitable cause or donate money they have already accrued. Clubs may facilitate donation drives with approval from the functional unit manager or designee.
  - B. Donations to Charitable Causes:
    - i. All fundraisers for a charitable cause must follow the standards and protocols for club events.
    - ii. All check requests payable to a charitable cause must be submitted with a memo containing two signatures from the club representatives authorizing the payment. Designated Department of Corrections employees must approve the request and submit the Administrative Check Request or Transfer form (CD28A) to Business Services for review. Once Business Services review is complete, they will forward the CD28A to Central Trust for processing.
    - iii. Designated Department of Corrections employees approve donation requests based upon legitimate correctional objectives. Hardship donations to Department of Corrections employees may not be authorized in accordance with the department's policy on Code of Ethics form (DOC policy 20.1.2) and on Code of Conduct form (DOC policy 20.1.3).
    - iv. Designated Department of Corrections employees may approve a donation

request as long as the club has sufficient funds in their club account to cover the donation, as well as pending club purchases.

- v. Central Trust will return the donation check to the institution unless other arrangements have been communicated.

C. Donations to Department of Corrections:

- i. Institutions may not accept non-monetary donations from clubs.
- ii. If a club requests to purchase items to benefit the adult in custody population, which will become Department of Corrections property, the institution may accept a monetary donation to make the purchase with the approval of the functional unit manager or designee.
- iii. If a club wants to donate to Department of Corrections, the club representatives authorizing the donation must submit a memo specifying the intended use of funds.
- iv. Prior to accepting a monetary donation or making a purchase, institutions must provide approval for the item to come into Department of Corrections following all security standards.
- v. Department of Corrections employee club advisors procuring assets must work with the Contract and Procurements unit to ensure commercial safety standards are met. All purchases must adhere to the department's policy on Procurement (DOC policy 30.3.4).
- vi. All monetary donations from a club must be sent directly to a Central Accounting cost center via an Administrative Check Request or Transfer form (CD28A) submitted to Business Services for review prior to purchasing items. Designated Department of Corrections employee club advisors are responsible for confirming that the donation is sufficient to cover the requested expense unless the institution is choosing to cover part of the expense with funds already allocated in a cost center.
- vii. If donated funds are insufficient, the institution must return the donation to the club in lieu of making the purchase.
- viii. Once the monetary donation is received by Department of Corrections, a Receipt for Contribution/Donation form (CD1609) must be issued to the club by Business Services. Institutions must follow the department's policy on Receipting, Securing and Depositing Funds (DOC policy 30.1.3).

D. Donations to Clubs:

- i. Clubs may not accept grants. Department of Corrections may accept a grant for the benefit of a club with approval from the FUM and the Financial Services Administrator. The Financial Services Administrator or designee will ensure grant requirements and budget rules have been taken into consideration prior to approval. All grant money received by Department of Corrections for the benefit of a club must reside in an appropriate cost center.
- ii. Clubs may not accept non-monetary donations, including gift cards. Department of Corrections may accept a non-monetary donation on behalf of a club with approval from the functional unit manager and the Financial Services Administrator.

- iii. The functional unit manager and the Financial Services Administrator or designee(s) must approve all monetary donations to clubs.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

**Certified:** \_\_\_\_\_signature on file\_\_\_\_\_

Julie Vaughn, Rules Coordinator

**Approved:** \_\_\_\_\_signature on file\_\_\_\_\_

Michael Reese, Director



**Oregon Department of Corrections**  
**Office of the Chief Financial Officer**

**Other Fund Program**  
**Business Plan Proposal**

Date:	
Program Name:	
Program Supervisor:	
Institution:	
Attachments:	

**Business Plan Originator Contact Information**

Submitted By: <i>Name &amp; title of person submitting proposal</i>	
Contact Number:	
Institution & Mailing Address:	
Email Address:	
Comments:	

**Program Description:**

- A. Describe the scope and purpose of the program.
- B. Describe the products or services being provided.
- C. How will products be made or developed?
- D. Identify customer base.

**General / Sustainability:**

- A. Describe how program supervisor(s) will assure the product or service is produced in a timely, cost-effective manner.
- B. What will be the benefits to AICs, DOC, other agency partners, and/or local communities?

**Program Area / Equipment:**

- A. Specify location / area program will operate in.
- B. List equipment that will be used.

**Access to DOC Facilities:**

- A. Will the program require the public to access the program location?
- B. What is the purpose of access (*if applicable*)?
- C. Describe frequency and duration of access (*if applicable*).
- D. Who will be responsible for LEDS verification and escorting (*if applicable*)?

**Marketing Strategy:**

Describe how the program will be promoted (*advertising, word-of-mouth, public events, DOC social media, brochure/catalogs, AIC Newsletter, etc.*).

**DOC Staffing:**

- A. What level of staffing will be needed for the program?
- B. Will the program require new positions?
- C. List responsibilities, schedule/hours of program employees, security personnel, and other support that is needed.
- D. Will any program employees require licenses or permits? If so, how will they be obtained?
- E. Will program employees need specific skill sets?

**AIC Assignments:**

- A. What positions will be available for AIC assignments and what level of PRAS points will each position be?
- B. What cost center will PRAS points be paid out of?
- C. What requirements will AICs need to meet to be qualified for the assignments?
- D. How many *new* positions for AICs will the program *create*?

**Pricing / Profit:**

- A. How will price points be determined?
- B. What is the projected profit margin (include calculations)?
- C. Who is responsible for maintaining consistency in price setting?

**Delivery:**

- A. How will the customer receive products?
- B. How will items be made available to customers for preview *(if applicable)*?

***\*\*\*Items will not be sold outside of Oregon\*\*\****

**Warranties:**

- A. Will there be a warranty offered on products sold?
- B. What are the terms and conditions offered for warranties *(if applicable)*?
- C. Describe the refund or credit process.

**Inventory Control:**

- A. Describe how the program will track inventory.
- B. List reoccurring supplies and raw goods required for the program operations.

**Records Management:**

- A. Describe how the program will manage all records (financial, inventory, etc.).
- B. Describe who will be responsible for maintaining financial records.

**Financial Management:**

- A. List cost center and administrative trust account (*if applicable*) information.
- B. Describe the sales process and the payment methods used.
- C. Describe financial reconciliation process.
- D. What vendors will be utilized?
- E. Describe contractual needs of the program.

**Financial Support:**

- A. Will the program require start-up funds?
- B. Identify where the start-up funds will come from (*if applicable*).
- C. What will the start-up funds be used for (*if applicable*)?

## Other Fund Program Business Plan Proposal

### REVIEWS AND APPROVALS

#### Program Supervisor

By signing below, I understand that it is my responsibility to ensure program compliance with applicable state & federal statutes, Oregon Administrative Rules, and DOC Policies. Should there be any questions or concerns, the Statewide Financial Programs Unit should be contacted.

Comments:

Signature:

Date:

#### IT Manager

☐ Approved

☐ Denied

Comments:

Signature:

Date:

#### Statewide Financial Programs

Comments:

Signature:

Date:

## Other Fund Program Business Plan Proposal

### REVIEWS AND APPROVALS

Superintendent

☐ Approved

☐ Denied

Superintendent Name:	
Institution:	
Comments:	
Signature:	Date:

Financial Services Administrator

☐ Approved

☐ Denied

Comments:
Signature:
Date:

Institution Administrator

☐ Approved

☐ Denied

Comments:
Signature:
Date:

## Other Fund Program Business Plan Proposal

### REVIEWS AND APPROVALS

Assistant Director of Operations

☐ Approved

☐ Denied

Comments:

Signature:

Date:

Chief Financial Officer

☐ Approved

☐ Denied

Comments:

Signature:

Date:



## Financial Services

### Request for Event Pass-Through Account (EPTA)

An EPTA is an administrative trust account that is created and approved by Central Trust, located in the AIC financial system, that acts as a temporary holding account for club fundraising events and at-cost events (whether sponsored by a club or not). An EPTA should be used for any situation that necessitates a SPOTS purchase on behalf of an AIC. Funds collected from AICs are placed into an EPTA until expenses and revenue (if applicable) are reconciled and distributed.

Date of Request	1/8/2024	Facility	Choose Facility
Staff Name		SPOTS Card Last 4	_____
<b>Employee Responsibilities &amp; Supervisor Approval</b>			
<p>EPTAs are SPOTS card user specific. The staff identified on this form is responsible for ensuring the EPTA assigned to them is used in accordance with applicable OARs and DOC policies. Employees assigned an EPTA shall:</p> <ul style="list-style-type: none"><li>• Ensure purchases are made in accordance with DOC policies 30.3.4, Procurement and 30.3.2, State P-Card (SPOTS) Card Program.</li><li>• Ensure purchases made on behalf of AICs occur only after funds are processed to an EPTA.</li><li>• Ensure appropriate reconciliation of all transactions processed from AIC's trust account(s) to the assigned EPTA.</li><li>• Submit monthly SPOTS reconciliation to both Accounting and Central Trust when EPTA is used.</li><li>• Confirm sufficient funds are available in EPTA prior to submission to Accounting (DOC SPOTS Monthly Reconciliations Only) and Central Trust (DL TRUST SPOTS) during the monthly reconciliation process.</li><li>• Ensure all funds in EPTA are cleared (<i>expenses paid in full and applied to appropriate cost center. If facilitating an event such as a club fundraiser, net profits must be transferred to the club</i>) during the reconciliation process. <u>Funds may not be left in an EPTA.</u></li></ul>			
<p>By signing below, I attest that I understand my responsibilities as it relates to EPTAs and will perform due diligence in compliance with applicable OARs and policies of the Department of Corrections.</p>			
Staff Signature			
Supervisor Approval			

<b>Financial Services Staff Use Only</b>			
Central Trust Manager Approval			
EPTA Assigned	_____	Notes:	
Staff Processing Request		Date Processed	



## Group Activities Event Proposal Request

This form is used to detail all aspects of a Group Activities event, to coordinate resources, and ensure appropriate engagement with involved agency parties. Events may include fundraisers, at-cost events, banquets, and any other group activity that falls outside standard operations of the institution. All Group Activities events must be calendared in accordance with the Department's policy on AIC Revenue Generating Activities and Programs, 30.1.6.

Date of Submission		Facility	Choose Facility
Submitter's Name		AIC Group	
Designated Staff Facilitator			

Proposed Event Information				
If applicable, flyer / Request for Withdrawal of Funds (CD28/CD28P) example must be attached to event proposal request. Note: Only approved clubs may facilitate fundraisers.				
A	<b>Event Classification</b> <i>Select if the event will be club or DOC sponsored and check additional boxes as appropriate to further specify event details.</i>	<input type="checkbox"/> Club-Sponsored Event	<input type="checkbox"/> DOC-Sponsored At-Cost Event	
		<input type="checkbox"/> Fundraiser <input type="checkbox"/> At-Cost <input type="checkbox"/> Annual Banquet <input type="checkbox"/> Other Activity (specify): _____	<input type="checkbox"/> Incentive <input type="checkbox"/> AIC Worker Appreciation <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Education / Programming <input type="checkbox"/> Other Activity (specify): _____	
	Event Title			
	Event Description:			
	Event Participation Criteria			
	Event Date(s)		Event Time(s)	
	Event Location		Estimated Number of AIC Participants	
Guests / Volunteers <i>(Provide specifics if applicable)</i>		LEDS Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Resources (Complete as Applicable)				
B	<b>Resource</b>	<b>Details (If Applicable)</b>		
	<input type="checkbox"/> AIC Photographer			
	<input type="checkbox"/> Business Services			
	<input type="checkbox"/> Commissary			
	<input type="checkbox"/> Equipment			
	<input type="checkbox"/> External Food			
	<input type="checkbox"/> Food Services (CD1771 / CD1772)			
	<input type="checkbox"/> Media Coverage / PIO			
	<input type="checkbox"/> Room Reservation			
	<input type="checkbox"/> Security Escort			
	<input type="checkbox"/> Security Supervision			
	<input type="checkbox"/> Set-Up / Take Down Crew			
	<input type="checkbox"/> Transportation of Event Items			
<input type="checkbox"/> Miscellaneous				

Financial Information <i>(Complete as applicable)</i>				
C	Trust Account (Club/EPTA)			Reconciliation Cost Center
	Date CD28/CD28Ps will be submitted for processing <i>Note: CD28s must be received by Business Services two weeks prior to event.</i>			Staff making purchase(s)
	Method(s) of Purchase(s)		<input type="checkbox"/> SPOTS	<input type="checkbox"/> Purchase Order
			<input type="checkbox"/> *Administrative Check	
	<b>Estimated Expenses</b> <i>(Use attachment if allotted space below exceeds 10 items)</i>			
		Item	Vendor	Estimated Cost
	1			\$
	2			\$
	3			\$
	4			\$
	5			\$
	6			\$
7			\$	
8			\$	
9			\$	
10			\$	
			<b>Total Projected Cost</b>	\$

*\*Administrative checks can only be disbursed from a club’s trust account.*

*By providing approvals below, I attest that I have performed due diligence and verified the appropriateness of this event proposal. Sound and ethical business processes will be followed in accordance with current applicable Oregon Administrative Rules and Policies of the Department as listed below.*

[Group Activities \(AIC\), OAR 291, Div. 145](#)  
[AIC Revenue Generating Activities and Programs, DOC Policy 30.1.6](#)  
[The State P-Card of Oregon Transaction System \(SPOTS\) Card Program, DOC Policy 30.3.2](#)

AUTHORIZING APPROVALS				
<i>Facilitating Staff</i>			<i>Club Designee (if applicable)</i>	
Name (print)			Name (print)	
Signature			Signature	
<i>Institution Approvals (Use as needed)</i>				
Name (print)	Title	Approval Status	Comments	Initials
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
<i>Final Functional Manager (or Designee) Approval</i>				
Name (print)			Signature	
Comments:				