I. AUTHORITY
The authority of the Warden to direct the operations of Lancaster County Prison as established in Title 37 Chapter 95 of the Pennsylvania Code as amended. Section 95.239 directly relates to commissary and other funds.

II. POLICY
It is the policy of the Lancaster County Prison (LCP) to maintain a Store Account to be used as described in this policy.
A. Store account revenue is generated from LCP’s Commissary contract and shall be deposited into the Store Account.
B. Funds are permitted to be used for prison improvements, equipment/supplies, or other prison related expenses. Funds may be used for inmate service provider contracts. These services include, but are not limited to, mental health programs, child services, sexual victimization support, re-entry services to include the Reentry Manager’s payroll expense.
C. To ensure public transparency and Title 37 compliance, this account will have an annual audit and report prepared by an independent party using generally accepted accounting principles.
D. This policy will undergo an annual review, preferably by August allowing audit recommendation language to be approved, prior to the Department of Correction site inspection.

III. REQUESTED USE OF FUNDS
A. Prison Management (Warden, Deputy Warden or Director of Administration) will review the need for all store fund requests.
B. The Chief Clerk, acting on behalf of the County Commissioners, must approve funds being spent from the Store Account. The only exception are requests from outside agencies requesting funds, which requires Board approval. Purchasing guidelines as they relate to spending limits are in effect for this account.
C. The approval will be forwarded to Budget Services and the Controller’s office to initiate the transfer of funds from the Store Account into LCP’s budget.
D. The Controller’s office will assign a Sub-group account number to track expenditures for each approved project.
E. When the approved project is complete and all invoices are paid, any funds remaining in the project account will be transferred back into the Store Account. LCP staff should initiate this action by a request to the Controller’s office.
F. Outside agencies seeking store funds shall submit their request to the Warden in writing. All requests shall include the proposed scope of service to be provided to the inmate population; the cost of service including any predicted measurable program outcomes resulting from the service. The Warden shall determine which proposals are then forwarded to the Board of Commissioners for consideration and final approval. All measurable program outcomes shall be routinely presented at regularly scheduled Prison Board and Prison Stat meetings.

IV. SUPERSEDED POLICY
This policy supersedes all facility policy or procedure on this subject.