

# Prisoner Personal Property - Purchase Orders

## Quick Tips to Avoid Delays

- ✓ **Think-CPS- Color, Price, and Size**
- ✓ Make sure the color requested is one that is available:
  - Coats: burgundy and royal blue
  - Sweats: light blue, orange, and yellow
  - Shorts: green, and burgundy, light blue, and royal blue
    - ❖ (specify-which blue)
- ✓ Check for the correct price for each item-larger sizes can cost more
- ✓ Remember-all shorts MUST be the SAME size
- ✓ When in doubt-ROUND UP on the tax- no one will complain if you give them money back
- ✓ If additional funds are required, send them on a separate disbursement so that it does not get confused with a new order
- ✓ Do not include disbursements for orders that are NSF-they could inadvertently get put in
- ✓ Be sure that the writing is legible-if we cannot read it, we cannot order it
- ✓ Be sure that the copy transfers clearly
- ✓ Orders for the *same person* for the *same items* should be put together (sweats with sweats and shorts with shorts)
- ✓ Please limit to around 20 orders per batch-it takes one person about an hour to do 20 orders and it monopolizes the system
- ✓ Please only put 1 Batch per email-again each batch takes time and with multiple orders on one email, it increases the chance of getting missed and is harder to keep track of if there are questions
- ✓ If we request more information, we do not want to wait more than one week to resolve the issue. Any longer and the inmate will need to be refunded from your end and the order will need to be resubmitted at a later date
- ✓ Please include offenders name, number, and batch number when requesting information on outstanding orders
- ✓ Prisoners are only allowed to have one coat
- ✓ We are here for you! Feel free to call or email if you have any questions