DEPARTMENT OF CORRECTIONS

Policy Number:	**402.100**
Title:	**MINNCOR Production Orders – Material Ordering**
Effective Date:	**10/16/18**

PURPOSE: To ensure that materials are made available as quickly as possible for all production work orders so that finished products are delivered on-time to customers.

APPLICABILITY: All adult facilities with Minnesota Corrections Industries Program (MINNCOR) production facilities

DEFINITIONS: None

PROCEDURES:

A. Industry directors at each facility must ensure proper procedures are followed regarding material ordering or requests for purchase (RFP).
   1. Production staff determine the material requirements (the items not in inventory), where possible by the manufacturing modules of the enterprise resource planning (ERP) system, and complete an RFP in the ERP system.
   2. Facility production staff must scan a copy of all RFPs into MINNCOR's electronic data management system.
   3. MINNCOR buyers evaluate the need for the material and produce a purchase order (PO) to a vendor within two days of receipt of the approved RFP.
   4. MINNCOR buyers must notify production staff of any delivery delays.
   5. Purchase orders are retained with corresponding invoices according to the retention schedule.

B. Audits
   1. Supervisors and managers at each facility must routinely audit their areas for compliance with this policy.
   2. The MINNCOR operations director periodically audits the facilities and central office for compliance with this policy.
   3. Supervisors and managers must report discrepancies to the purchasing area and the MINNCOR chief financial officer (CFO).

INTERNAL CONTROLS:

A. Requests for purchase are retained electronically in the data management system and the MINNCOR ERP accounting and production system.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.27

REPLACES: Division Directive 402.100, "MINNCOR Work Orders – Material Ordering," 8/5/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support