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COMMISSIONER

July 1, 2010

TO: WARDENS
HEADS OF STATE AGENCIES
DIVISION HEADS
ADMINISTRATIVE REGULATION MONITORS

CHANGE #2
ADMINISTRATIVE REGULATION 110

INSTITUTION CONTINGENCY FUND

PURPOSE: To increase authorized expenditures for the inmate welfare and facility operations.

CHANGES TO BE MADE:

Reference:

AR 110, *Institution Contingency Fund*, dated November 29, 2000.

Action Required:

Section III. D. 1.

Change paragraph to read: “Expenditures of \$2,500 or less – For expenditures appropriately classified under the category of Inmate Welfare, the Warden is authorized to expend **\$2,500** or less for a single purchase without further departmental approval. This limit is applicable to the total cost of a purchase, regardless of the quantity and/or variety of items included in the purchase. *(Note: This approval authorization is unrelated to the bid process and should not be confused with the dollar values established for determining the appropriate bid procedures.)*”

Section III. D. 2.

Change paragraph to read: “Expenditures exceeding \$2,500 – All expenditures in this category exceeding **\$2,500** must have prior written approval from the Commissioner, or Commissioner’s designee. Splitting purchases to avoid either the bid requirement, or approval requirement is a violation of this regulation. If the total cost of the split purchases is \$7,500.00 or more, such an act would also be a violation of the state bid law. It shall be the policy of the ADOC to recover amounts expended contrary to this policy from the facility personnel making and/or directing any such expenditure.”

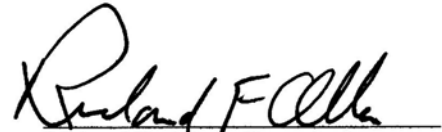
- Section III. E. 1. Change the paragraph to read: “Expenditures of \$2,500 or less – For expenditures appropriately classified under the category of Facility Operations, the Warden is authorized to expend **\$2,500** or less for a single purchase (**\$5,000 or less for security equipment and supplies**) without further departmental approval. This limit is applicable to the total cost of a purchase, regardless of the quantity and/or variety of items included in the purchase. *(Note: This approval authorization is unrelated to the bid process and should not be confused with the dollar values established for determining the appropriate bid procedures.)*”
- Section III. E. 2. Change the paragraph to read: “Expenditures exceeding \$2,500 – All expenditures in this category exceeding **\$2,500 (\$5,000 for security equipment and supplies)** must have prior written approval from the Commissioner, or the Commissioner’s designee. Splitting purchases to avoid either the bid requirement, or approval requirement is a violation of this regulation. If the total cost of the split purchases is \$7,500.00 or more, such an act would also be a violation of the state bid law. It shall be the policy of the ADOC to recover amounts expended contrary to this policy from the facility personnel making and/or directing any such expenditure.”
- Section III. E. 3. b) Change the paragraph to read: “Equipment (costing **\$1,000** or less) for institutional gardens/grounds maintenance, including repairs, maintenance, and all necessary supplies for the operation of such equipment.”
- Section III E. 3. d) Change the paragraph to read: “Food, condiments, decorations and related materials with a total cost of **\$250** or less for special non-inmate related departmental functions are **allowed once every quarter**.”
- Section III. E. 3. i) Change the paragraph to read: “Minor repairs and maintenance of buildings, **excluding staff housing**, and components thereof where the total of such expenditures **does not exceed \$500 per month**, i.e. carpet cleaning, repair or replacement of a broken light fixture, replacement of a broken window pane, painting a portion of a wall that has been damaged.”

Section III. E. 3. 1)

Add paragraph: “**Security equipment and supplies to include radios, handcuffs, leg restraints, and chemical agents** where the total for such expenditures **does not exceed \$5,000 per purchase.**”

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed.

Advise all personnel in your organization of the change to this regulation.



Richard F. Allen, Commissioner