

14. Commissary Plan Checklist

[Rule §291.3](#)

Each facility shall have and implement a written plan, approved by the commission, governing the availability and use of an inmate commissary which allows for the purchase of hygiene items and [sundries](#). The plan shall:

- (1) indicate type of services, **in-house** or **vendor**;
- (2) indicate **frequency of services**;
- (3) provide **procedures** for inmates **obtaining items**;
- (4) provide for **yearly audits** by the county auditor in accordance with the [Local Government Code, §351.0415](#). The **audits shall be submitted** to the commission not later than **ten days** following completion; and
- (5) **provide that all expenditures** from commissary proceeds **be made in accordance** with the [Local Government Code, §351.0415](#).

Notes:

- **Disclaimer:** The **bolded**, underlined, and/or **red** sections identify areas that most commonly require revision. However, **all provisions of the standard remain mandatory**, regardless of formatting or emphasis.
- Anything in **blue** is a **hyperlink** that can be clicked on to view pertinent info.
- It is helpful to preserve as much of the language in the standards as possible.
- **(4) & (5)** - Include the Local Government Code & the number for both.
- **(4)** Every county should have an **annual audit even if no profits are made**.
- **(5)** Records should be kept of money going in and out. Inmates should receive receipts for any money coming in so they can keep track of their account.
- If Commissary orders are placed by telephone or electronically, please include a way that inmates can fill out written Commissary order forms if the telephone or electronic methods are unavailable.