



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 208.01

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Effective Date: June 15, 2011

Distribution: A

Supersedes: 208.01 (5/15/07)

Approved by: Derrick D. Schofield

Subject: INMATE TRUST FUND ACCOUNTS

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-604, TCA 4-3-606, TCA 40-24-107, TCA 40-25-130, TCA 40-25-143, TCA 40-28-201, TCA 41-21-216, TCA 41-21-512, TCA 41-6-105, TCA 41-6-106, and TCA 41-21-901 through 911.
- II. PURPOSE: To establish a cashless inmate economy through the use of an inmate trust fund.
- III. APPLICATION: To all institutional employees, inmates, and privately managed institutions.
- IV. DEFINITIONS:
 - A. Central Trust Fund Administration (CTFA): Staff located in the Tennessee Department of Correction (TDOC) Central Office who are responsible for the administration of the trust fund account.
 - B. Government Check: Any check or warrant from a city, municipality, county, state, or federal government.
 - C. Inmate Trust Fund: The account established for an inmate into which he/she can deposit and withdraw his/her personal funds.
 - D. Manager: For purposes of this policy, Warden, Director, Superintendent of the Tennessee Correction Academy (TCA).
 - E. Trust Fund Custodian: An employee designated by the manager to maintain the trust fund account.
- V. POLICY: The TDOC shall maintain all inmate monies in a trust fund account.
- VI. PROCEDURES:
 - A. Receipts shall be handled as follows:
 1. The use or possession of cash, credit cards, or tokens of any kind by inmates is prohibited, except for those inmates specified in Section VI.(C)(5) of this policy. Each inmate shall surrender all monies in his/her possession to the manager or designee, except monies allowed by policy.
 2. When a check, warrant or money order is received for an inmate, the mailroom staff will write a receipt. Personal checks or third party checks will not be accepted.

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The pink copy of the receipt will be given to the inmate at the time of receipt unless the check is to be verified under section (3) below. For all checks to be verified under section 3, the receipt will be held by the Trust Fund staff until the check is verified. The yellow copy of the receipt will be sent to the business office along with the check, warrant or money order. The original receipt will remain in the receipt book in the mailroom.

3. All government and private business check(s) will be held until the issuing agency/business verifies that the payment is legitimate and due to the inmate. All government checks should be sent via facsimile or scanned and sent via e-mail to the CTFA for verification. The following information should be sent along with the check for verification:
 - (a) The name of the contact person at the institution to be notified of the status of the check verification
 - (b) The name of the institution
 - (c) The inmate's TOMIS ID and social security number.
4. If checks are sent via facsimile, an e-mail should be sent informing the CTFA staff that a check is being faxed for verification.
5. The institution should wait at least 30 days before contacting the CTFA to check on the status of checks. CTFA will make a follow up contact to attempt to verify the check. If no response is received within seven days of follow-up contact, CTFA will instruct the institution trust fund staff to deposit the check or money order,
6. For VA checks, if the CTFA is able to obtain a verification of a recurring check for a specified period of time, CTFA will notify the Institutional Trust Fund office and subsequent VA checks within the verified period may be deposited without additional verification.
7. Private Business checks (Insurance checks, annuity checks, dividend checks etc.) less than \$5,000 should be verified by the institution. Verification should be done by contacting the issuing company and obtaining written or verbal confirmation that the check is legitimate and due to the inmate.
8. A log should be kept of all of the checks which have been verified. This log should include the Inmate's Name, TOMIS ID, Issuer's Name, Check Number, Amount, Date Received, Date verified, and the name and contact information of the person who verified the check.
9. All business checks \$5,000 and over should be verified by the CTFA following the government check procedures.

B. Deposits shall be made as follows:

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1. The business office receives the money order from the mailroom and scans it into iNovah. As the document is being scanned, the printer will restrictively endorse the money order. Staff enters the money order into TOMIS, and a deposit is prepared.
2. Bank deposits will be made immediately (no later than the next working day) subsequent to the date of the receipt, except for government/private business checks which should be deposited immediately upon being verified pursuant to VI.(A)(3).
3. The prepared deposit will be sent to the bank along with the money orders. A certificate of deposit will be scanned when it is returned from the bank via iNovah and the deposit will then be submitted.

C. Withdrawals from the trust fund shall be made as follows:

1. Withdrawals may be made from an inmate's account without consent if the withdrawal is allowed by policy, statute (including but not limited to levied Criminal Injuries Compensation Fees and Litigation taxes when a certification has been received from the court and court costs imposed against the inmate and paid by the state), or court order. The CTFA will enter those court costs paid by the State on TOMIS (screen LCDU, code STA). Notification of such withdrawals shall be made to the inmate.
2. Withdrawals other than those mandated by statute or policy shall be requested in writing by the inmate.
 - a. These requests shall be made by using the Personal Withdrawal Request, CR-2727; or Commissary Order, CR-2128, CR-3344; or an acceptable alternative developed by the institution. (TDOC facilities shall refer to Policy #209.02 for further instructions)
 - b. The personal withdrawal request shall be forwarded to the trust fund custodian after being signed (not stamped) by a witness and the Warden or designee. After processing, the original of the request form shall be returned to the inmate. A copy of the request will be maintained in the trust fund office, whether the request is approved or denied.
 - c. Processed commissary forms (BI01LCMB), shall be maintained in the trust fund office, business office, or warehouse. The fiscal officer shall determine the most suitable location.
 - d. Personal withdrawals may only be made payable to inmates' immediate family members or for other legitimate verifiable reasons. (See Policy #507.01 for definitions of immediate family) The verification of legitimacy shall be supplied by the inmate and approved by the Warden or designee. Transfer of funds to an incarcerated (TDOC) member of the inmate's immediate family may be approved by the Warden of the institution in which the receiving family member is incarcerated.
 - e. The status of a specific check should not be requested until the check is 30 days old. Exceptions may be granted in unusual circumstances.

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- f. An inmate may request that a stop payment be placed on a check that has been issued from his/her trust fund account. Justification must be sent to the CTFA from the trust fund custodian as to why the stop payment is needed. If approved, the inmate will be charged \$15.00 for this service. A withdrawal will be processed from the inmate's trust fund account and placed in a trust fund organization account called "stop payment". Once a month, these funds will be transferred to the State of Tennessee General Fund by the CTFA.
3. The following priorities for withdrawals shall apply to inmates participating in a work release program:
 - a. Specific court orders and deductions allowed by statute applicable to a specific inmate
 - b. Room and board, electronic monitoring, and other costs - TDOC facilities will refer to Policy #208.02 for further guidance
 - c. Necessary travel expenses to and from work and associated incidental expenses
 - d. Weekly draws attributable to work related expenses
 - e. Support of dependents, if any, in amounts fixed by the designated institutional work program coordinator
 - f. Payment in full or ratably of obligations acknowledged in writing by inmate
 - (1) Monthly contributions to the CICF should be made according to Policy #513.01. The money shall be credited to the CICF organization account within the trust fund. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
 - (2) Supervision and Rehabilitation Fees should be deducted according to Policy #513.01. The money shall be credited to the Supervision and Rehabilitation organizational account within the trust fund. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
 - g. Other amounts owed the TDOC
 - h. Other requested personal withdrawals
4. CTFA shall follow these procedures for fees collected by the institutions with work release programs:

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- a. On the first workday of each month, the funds shall be deducted from the Supervision and Rehabilitation and CICF organization accounts of the inmate trust fund.
 - b. A reallocation journal voucher shall be prepared to transfer the funds from the inmate trust fund to the department revenue accounts of the appropriate allotment codes and to the Department of Treasury for the Criminal Injuries Compensation Fund as follows:
 - (1) Department 313030362 Criminal Injuries Compensation Fund
 - (2) Department 3291700100 Supervision and Rehabilitation Fund (CBCX)
 - (3) Department 3291300100 Supervision and Rehabilitation Fund (TPFW)
 - (4) Department 3294700100 Supervision and Rehabilitation Fund (MCCX)
 - (5) Department 3291600100 Supervision and Rehabilitation Fund (MLCC)
5. Inmates assigned to a work/educational release program may possess cash; all other inmates except authorized by VI.(C)(6) are restricted from possessing cash. This shall be in accordance with institutional policy and obtained in the following manner:
- a. The maximum amount of semimonthly draw is limited to \$50
 - b. The inmate may not have more than \$60 in his/her possession at any time
6. Minimum trusty inmates authorized to operate motor vehicles off state property as their job assignment may possess and use cash in accordance with the provisions of VI.(C)(5) above and may use cash in accordance with Policy #503.11.
- D. The CTFA shall reconcile the trust fund account on a monthly basis.
- E. A trust fund account balance report shall be generated daily and reviewed for negative balances. Appropriate corrective action shall be taken for inmates with negative account balances. The report and documentation of corrective action taken shall be retained for audit purposes.
- F. All checks that have been outstanding for six months shall be added back into an inmate's account by the institution. The CTFA will provide relevant data.
- G. In the event of an inmate's death, the Warden's designee of the facility where the inmate was assigned (regardless whether it was a temporary assignment) will contact the family and forward the Trust Fund Estate Settlement Form, CR-3618.
1. Upon receipt of the completed form, the trust fund custodian will send a facsimile copy to the CTFA.

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2. If the form is not returned within 30 days, the trust fund custodian will electronically mail the CTFA the last known address listed on TOMIS for family contacts and/or emergencies.
 3. Upon notification in subsections (1) or (2) above, the CTFA will take the appropriate steps to activate the inmate's account and post the necessary transactions.
 4. A check will be generated to the "Estate Of" with the address provided above.
 5. The CTFA will retain a copy of the check and forward the original check, along with the other institutional trust fund checks, to the institution. The institution will mail the estate check in the same manner as all other trust fund checks.
- H. Upon release, the trust fund custodian shall notify the appropriate court(s) of the amount of CICF, STA, and Sex Offender Tax that was originally owed, the amount collected, and the balance of the amount still owed.
- I. After an inmate is released, the fiscal officer or designee shall forward a check as soon as possible to the inmate for the balance of his/her trust fund account after deducting any and all outstanding obligations.
1. When it is known at or prior to the time of the inmate's release that an inmate will be receiving monies into his/her trust fund account following release, especially payroll, balances in a trust fund account less than \$1.00 may be held and included to the last known address of the inmate.
 2. When an inmate is released on a commitment detainer, a trust fund check may be issued for the balance of an inmate's account. A check shall not be issued when an inmate is released on any other type of detainer.
 3. When monies are received for and/or remain in the account of an inmate after release, a check will be written for the amount and mailed to the last known address of the inmate.
 4. Trust/Fund Checks returned "undeliverable" shall be cancelled and the funds placed in the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.
- J. When a check that is issued to an inmate after his/her release remains outstanding for a period of six months, the inmate's funds shall be transferred to the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.
- K. When an inmate remains on "escape" status and monies remain in the trust fund account for a period of six months, the inmate's monies shall be transferred to the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.

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- L. To retrieve the funds transferred to the State of Tennessee in Sections VI.(G), (H), and (I) above, the following procedures shall be followed:
1. Requests to withdraw (return) inmate funds transferred in VI.(I) shall be submitted in writing to the manager of the institution where the inmate is housed or from which he/she was paroled. These requests will be forwarded to the CTFA.
 2. A journal voucher will be prepared by the CTFA to retrieve the funds.
 3. To claim inmate funds transferred to the Department of Treasury, Unclaimed Property Division, the inmate will be required to file a claim with that division.
- M. An organization account will be established for visitation photographs.
1. The purchase of film and the development of film shall be made based on the same criteria as the Department of General Services' purchasing regulations.
 2. Purchases of film and film development will be paid from the family photo organization account.
 3. On a monthly basis, funds in excess of those needed to purchase and develop film will be transferred by the trust fund custodian to the revenue organization account.
- N. Interest earned from trust fund investments will only be utilized to pay expenses of maintaining the trust fund account, to purchase recreational supplies that directly benefit the majority of the inmate population, and to offset printing costs associated with the inmate newsletter. No interest money earned from trust fund investments will be utilized to purchase recreational equipment (i.e., weights/weight machines, backboards, table saws for arts and crafts, etc.) Exemptions to this will only be granted by the Commissioner/designee.
1. The earned funds shall be maintained by each facility and the CTFA as an organization account within the trust fund. The CTFA will distribute interest earnings into the organization accounts quarterly based on the average daily balances for each facility.
 2. The manager shall approve all purchases prior to the obligation of funds.
 3. The fiscal officer shall ensure that all appropriate accounting procedures are followed.
 4. All purchases shall require bids based on the same criteria as purchasing regulations.
 5. Goods and services shall be paid for by check made payable to the vendor, supported by vendor's invoice. A check shall not be made payable to cash or an employee.
 6. Within ten working days after the end of the quarter, the fiscal officer or designee shall sign a written status report including beginning balance, deposits, withdrawals, and ending balance of the interest account. A detailed listing of the goods or services purchased shall be included. This report shall be approved by the Warden/Deputy Warden and retained for audit and historical reference.

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7. The Department of General Services, Division of Personal Property Utilization's rules and regulations and Policy #206.01 shall be adhered to when purchasing equipment. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
- O. Inmates shall be allowed to open and maintain savings accounts or legitimate investments, with the earnings accruing directly to the inmate. The inmate must obtain the prior approval of the Warden before a savings account is opened or an investment transaction initiated. Documentation of the Warden's approval shall be maintained for audit purposes.
1. Inmates maintaining such savings/investment accounts shall be required to provide a copy of the account transactions and balance to their counselors on a quarterly basis. This information will be documented on TOMIS conversation LCDG, Contact Note, using code QRFA, and shall include quarterly beginning and ending balances, as well as total deposits and withdrawals from each account during the quarter.
 2. At any time an inmate's account balance is \$2,000 or greater, the Warden shall submit supporting documentation to the Director of Budget and Fiscal Services for review as to the inmate's potential to contribute towards the cost of his/her care in accordance with TCA 41-21-901 through 911.
- P. Inmates shall not have checking account privileges.
- Q. CTFA staff shall conduct an annual review during the third quarter of each fiscal year of each inmate's trust fund account.
1. When the review indicates the possibility that sufficient assets may exist to allow the state to recover at least 10% of the estimated cost of the inmate's care for a two year period, the Director of Budget and Fiscal Services shall forward an Inmate Financial Status Report, CR-3561, to the fiscal officer of the appropriate institution with directions as to completion.
 2. Upon receipt of the completed Inmate Financial Status Report, CR-3561, the Director of Budget and Fiscal Services shall prepare a memorandum detailing the results of the trust fund account review and forward it, along with CR-3561, to the Assistant Commissioner of Administrative Services for investigation.
 3. When the Assistant Commissioner of Administrative Services investigation indicates that the inmate appears to possess sufficient assets to recover at least 10% of his/her estimated cost of care for two years (or total sentence, whichever is less), the Assistant Commissioner of Administrative Services shall forward Inmate Financial Status Report, CR-3561, and the results of the investigation to the TDOC General Counsel.
 4. The TDOC General Counsel shall provide the information concerning an inmate's assets and potential ability to reimburse the state for at least a portion of his/her care to the State Attorney General's office for action.
- R. On an annual basis during the first quarter of each fiscal year, the Director of Budget and Fiscal Services shall prepare a report to the Commissioner detailing the amount of money collected during the previous fiscal year under the provisions of TCA 41-21-901 through 911.

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- S. Upon receipt of information regarding an inmate's potential assets from reception center staff (See Policy #401.02), the Director of Budget and Fiscal Services shall initiate the actions outlined in Section VI.(O) of this policy.
- T. Inmates who have not had a trust fund balance of \$6.00 or more at any time during the pay period will receive a hygiene kit. INFOPAC report BI01MKO, Offenders Eligible to Receive Hygiene Kits, will be available on the 17th day of each month. Inmates listed on this report are to receive their hygiene kit within five working days. Each Warden shall designate staff to distribute the hygiene kits.
- U. When an inmate is within 90 days of expiring his/her sentence and have not had a trust fund balance of six dollars or more in the last three pay periods, the inmate may be eligible to receive assistance from the institution in the form of a state ID or birth certificate upon his/her release. The inmate's counselor shall make a written request for this benefit to the Warden.
- VII. ACA STANDARDS: 4-4027, 4-4031, 4-4034, 4-4044, 4-4045, 4-4046, and 4-4047.
- VIII. EXPIRATION DATE: June 15, 2014.



TENNESSEE DEPARTMENT OF CORRECTION
TRUST FUND ACCOUNT
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

\$ _____

DATE: _____

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

_____ DOLLARS

THIS CHECK IS TO BE MAILED TO:

_____ NAME
STREET ADDRESS
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

INMATE SIGNATURE

INMATE #

Building: _____
Room #: _____

WITNESSED: _____

APPROVED: YES NO

REASON FOR DENIAL:

WARDEN / DIRECTOR DESIGNEE

DATE

CR-2727 (Rev. 6-02) White-Inmate Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION
TRUST FUND ACCOUNT
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

\$ _____

DATE: _____

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

_____ DOLLARS

THIS CHECK IS TO BE MAILED TO:

_____ NAME
STREET ADDRESS
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

INMATE SIGNATURE

INMATE #

Building: _____
Room #: _____

WITNESSED: _____

APPROVED: YES NO

REASON FOR DENIAL:

WARDEN / DIRECTOR DESIGNEE

DATE

CR-2727 (Rev. 6-02) White-Inmate Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION
COMMISSARY ORDER

INSTITUTION

Inmate Name

TDOC Number

Housing Number

Trust Fund: Balance _____

Date: _____

Item No.	STOCK NO.	DESCRIPTION	Order Quantity	Item		For Commissary Use Only	
				Unit	Cost	Order Cost	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
			Total Order Cost				

I acknowledge receipt of the above listed merchandise and I authorize the deduction of the total order cost from my Trust Fund Account.

Inmate Signature

Date

Staff Signature



TENNESSEE DEPARTMENT OF CORRECTION
INMATE COMMISSARY REQUEST

Number		Unit	Substitution Authorized: YES NO		No.	Prod.	Description								
			The following items may be deleted in the order given, if order amount exceeds Trust Fund Balance.		1										
					2										
					3										
Name															
INMATE SIGNATURE															
I HEREBY AUTHORIZE THE DEDUCTION OF THE TOTAL ORDER COST FROM MY TRUST FUND ACCOUNT.															
QTY	CODE	DESCRIPTION	Limit	PRICE	QTY	CODE	DESCRIPTION	Limit	PRICE	QTY	CODE	DESCRIPTION	Limit	PRICE	
1	20101	Maxwell House Coffee	10	2.22		40101	Assorted Cookies	2	1.12		80704	Hairbrush Vent	1	0.39	
2	20103	Decaf Coffee	10	2.05		40103	Hard Chocolate Chip Cookies	2	1.33		80707	Hairbrush Styling	1	0.32	
3	20105	Artificial Sweetner 100 ct	2	0.79		40105	Vanilla Wafers	2	1.26		80800	Nail Clip	1	0.20	
4	20107	Folger's Coffee	2	6.77		40106	Soft Choc Chip Cookies	2	2.77		80811	Soap Dish	1	0.35	
5	20108	Colombian Coffee	10	1.67		40107	Granola Bars 10 pk	2	2.47		80815	Toothbrush Holder	1	0.27	
6	20110	Non Dairy Creamer 25/pkg	4	0.83		40201	Saltines	2	1.07		81400	Curly Perm Activator	2	2.30	
7	20201	Tea Bags	2	1.32		40203	Cheese Crackers	2	1.67		81401	Ampro Protein Styling Gel	2	1.10	
8	20202	Lemon Lime Gatorade	20	0.51		40204	Snack Crackers	2	1.62		81402	Styling Gel	2	1.79	
9	20203	Fruit Punch Gatorade	20	0.51		40205	Wheat Crackers	2	1.90		81405	Sulfur 8	2	4.28	
10	20204	Orange Gatorade	20	0.51		40207	Cheese on Cheese 8 ct	2	1.37		81408	Blue Magic Hair Dressing	2	1.30	
11	20205	S/F Lemonade	10	0.72		40211	Flour Tortillas 6 ct	12	0.46		81409	Murray's Pomade	2	1.86	
12	20207	S/F Fruit Punch Mix	10	0.67		40300	Microwave Popcorn	15	0.24		90102	Cocoa Butter Lotion	2	1.09	
13	20209	S/F Tea with lemon	10	0.71		40304	BBQ Corn Chips	2	1.12		90103	Vaseline Intensive Care Lotion	2	3.61	
14	20302	S/F Hot Cocoa 25/bx	2	2.14		40305	Cheese Crunchies	2	1.15		90105	Suave Aloe Lotion	2	2.09	
15	20501	Variety Oatmeal	4	1.61		40307	BBQ Potato Chips	2	0.84		90501	Baby Powder	2	0.73	
16	20502	Regular Oatmeal	4	1.51		40309	Plain Chex Mix	4	1.75		90601	Chapstick	2	1.30	
17	20601	Pepsi 6 PACK	T2cs	3.00		40310	Nacho Tortilla Chips	2	1.07		90605	Bjstex	2	1.75	
18	20605	Mt. Dew 6 PACK	T2cs	3.00		40311	Sour Cream & Onion Chips	2	0.84		90701	Subblok	1	3.77	
19	20608	Diet Pepsi 6 PACK	T2cs	3.00		40400	Nut n Yogurt Trail Mix	12	0.40		90802	Baby Oil	2	1.75	
20	20614	Mug Root Beer 12 PACK	T2cs	6.00		40401	All Energy Trail Mix	12	0.40		100101	Tide Detergent	2	4.93	
21	20616	Diet Mt. Dew 6 PACK	T2cs	3.00		40402	Fiddle Fiddle Caramel Popcorn	4	1.03		100202	Bounce Dryer Sheets	1	2.28	
22	30202	Noodles Chili	T72	0.20		40403	Little Debbie Oatmeal Creams	2	1.47		110103	Writing Pads	5	0.53	
23	30205	Noodles Chicken	T72	0.20		40405	Little Debbie Swiss Rolls	2	1.42		110106	Typing Paper 100 ct	5	1.54	
24	30206	Noodles Texas Beef	T72	0.20		40407	**Honeybuns (Keefe)	2	1.14		110502	Ink Pens Black (Bic)	5	0.10	
25	30300	Hot Pepper Cheese Bar	12	0.96		40409	Little Debbie Fudge Brownies	2	1.42		110503	Lead Pencil #2	5	0.07	
26	30301	Mozerrella Cheese Bar	12	0.98		40505	Peanutts	24	0.23		110902	Envelopes	5	0.97	
27	30302	Cheddar Cheese Bar	12	0.98		40506	Sunflower Seeds	24	0.31		120201	Batteries - D	6	0.71	
28	30303	Squeeze Cheese	5	1.55		40600	Toaster Pastry - Strawberry	T4	1.05		120202	Batteries - C	6	0.52	
29	30404	Peanut Butter	25	0.13		40601	Toaster Pastry - Blueberry	T4	1.05		120203	Batteries - AA	6	0.24	
30	30405	French Onion Dip	5	0.75		40605	Frosted Flakes	T3	2.64		120204	Batteries - AAA	6	0.25	
31	30407	Jalapeno Cheese Dip	5	0.58		40607	Honey Nut Scooteks	T3	1.84		120205	Batteries - 9 volt	6	1.09	
32	30408	Kosher Dill Pickles	12	0.52		40608	Cinnamon Toasters	T3	2.10		130301	Light Bulbs 25 watt	2	0.93	
33	30409	Jalapeno Slices	12	0.22		40610	Carnation Dry Milk	2	4.25		140411	Forever Stamps 42¢ S/20	T40	8.40	
34	30411	Pizza Sauce	5	1.12		40700	Salt n Pepper Shakers	1	1.05		140412	Stamps 42¢	T40	0.42	
35	30413	Sliced Pepperoni	12	1.46		50101	Ivory Soap	T8	0.58		150501	Playing Cards	5	1.56	
36	30501	Sardines	12	0.55		50102	Lever 2000 Soap	T8	1.00		170303	Buffered Aspirin 100ct	1	1.33	
37	30503	Refried Beans	12	0.73		50104	Tone Soap	T8	0.82		170304	Fish Oil Capsules 100/bt	1	4.47	
38	30504	Ham Chunks	12	3.49		50105	Dial Soap	T8	0.73		170308	Antacid Chewable 100 ct.	1	2.52	
39	30505	Hot Chili Pouch	12	1.10		50106	Irish Spring Soap	T8	0.68		170310	Acetaminophen (Tylenol)	1	1.36	
40	30507	Beef Stew	12	1.15		50107	Shaving Soap	2	0.55		170312	Ibuprofen	1	1.47	
41	30508	Regular Chili Pouch	12	1.07		50108	Shaving Cream Brushless	2	1.17		170317	Metamucil	1	6.95	
42	30515	Macaroni and Cheese	6	0.51		50109	Shaving Brush	1	3.38		170318	Hemorrhoidal Ointment	1	3.57	
43	30516	Chicken Breast	12	2.10		50200	Mennon Speed Stick	T2	1.75		172101	Pink Bismuth	1	1.23	
44	30517	Chili No Bean	12	1.12		50202	Suave A/P Deodorant	T2	1.22		170323	Zantac 75 mg tabs	1	4.96	
45	30518	Tuna	12	1.61		50204	Degree Deodorant	T2	2.26		170504	Benzoyl Peroxide Gel	2	1.19	
46	30521	M & M Plain	T84	0.73		50205	Sure Deodorant	T2	1.73		170602	Cherry Throat Drops	2	0.66	
47	30523	M & M Peanut	T84	0.73		50401	Noxzema Skin Care	2	1.63		170603	S/F Black Cherry Cough Drops	2	1.10	
48	30525	Zero Candy Bar	T84	0.74		60102	Magic Gold Shave Pdr	2	1.92		170900	Calamine Lotion	1	0.79	
49	30527	Hershey Bar	T84	0.73		60103	Aftershave -Protection gel	2	1.15		170902	Hydrocortisone Cream	2	2.45	
50	30528	Hershey with Almonds	T84	0.73		60201	Single Blade Razors	T1	0.94		170904	Muscle Rub	2	1.46	
51	30529	Dark Choc Milky Way	T84	0.74		60205	Twin Blade Razors	T1	2.22		171302	Athlete Foot Cream	2	0.79	
52	30601	Snickers	T84	0.71		70100	Toothbrush	1	0.32		171303	Athlete Foot Powder	1	1.50	
53	30602	Three Musketeer	T84	0.73		70102	Dental Floss Pick	2	0.87		172101	Multi Vitamin	1	1.50	
54	30603	Milky Way	T84	0.71		70109	Denture Brush	1	1.60		180202	Cotton Swabs 300 ct	1	1.17	
55	30606	Butterfinger	T84	0.58		70110	Denture Case/Bath	1	1.87		180205	Band-aids 8 ct	4	0.74	
56	30608	Starlite Mints	10	0.34		70304	Crest Tartar Control	T2	3.37		180801	Shower Shoes X-Large	1	0.78	
57	30609	Sour Fruit Balls	10	0.39		70306	Close-up Toothpaste	T2	2.03		190507	Combination Lock	1	5.36	
58	30610	S/F Hard Candy	10	0.44		70309	Colgate Toothpaste	T2	2.34		190515	Tumbler with lid	1	0.26	
59	30707	Meat Stick	24	0.28		70310	Sensodyne Toothpaste	T2	6.52		190521	Cereal Bowl with lid	1	0.55	
60	30709	Summer Sausage Hot	12	1.19		70403	Effergrip Denture Adhesive	2	3.46		190522	Coffee Cup	1	0.44	
61	30710	Summer Sausage Reg	12	1.19		70603	Mouthwash	2	0.97		190523	Forks, Plastic 24/bx	1	0.64	
62	30901	Hot Sauce	5	0.56		80101	Pantene Shampoo	T2	5.33		190524	Spoons, Plastic 24/bx	1	0.64	
63	30902	Picante Sauce	5	1.04		80103	Dandruff Shampoo	T2	2.14		190525	Water Bottle	1	2.97	
64	30904	Ketchup	1	1.43		80105	Suave Shampoo	T2	1.17						
65	30905	Mustard	1	0.74		80110	Dandrex Blue Shampoo	T2	3.23						
66	30907	Mayonaise	1	1.99		80501	Pantene Conditioner	T2	4.87						
67	31001	White Rice	12	0.71		80502	VO5 Conditioner	T2	1.20						
68	31002	Brown Rice	12	0.89		80701	Comb 5 inch	1	0.11						
69	31003	Instant Potatoes	5	0.95		80703	Comb Afro	1	0.19		190526	Surge Protector 9' Cord	1	13.98	



TENNESSEE DEPARTMENT OF CORRECTION
INMATE FINANCIAL STATUS REPORT

INMATE NAME: _____ **INMATE NUMBER:** _____

SOCIAL SECURITY NUMBER: _____

INMATE ADDRESS (legal residence) _____

LAST EMPLOYER: _____

ADDRESS: _____

The *Inmate Financial Responsibility Act of 1998* (TCA Section 41-21-901 et. seq.) mandates that the Department of Correction wherein you are sentenced may obtain information from you regarding your assets. "Assets" include property, tangible or intangible, real or personal, belonging to you or due to you including income or payments from social security, worker's compensation, pension benefits, previously earned salary or wages, bonuses, annuities, retirement benefits, insurance benefits, or from any other source whatsoever, but does not include a homestead owned by you, money received by you from the State of Tennessee as settlement of a claim against the Department of Correction, a money judgment received by you from the State of Tennessee as the result of a civil action in which the Department of Correction was named defendant and found to be liable or money saved by you from wages and bonuses paid to you while confined in a state correctional facility. The State of Tennessee may use this information to seek reimbursement for the rest of your care. You may be required to update this information during your incarceration. Failure to provide complete financial information may be considered by the Board of Paroles for purposes of a parole determination.

I have the following assets:	Dollar Amount	Location (Specify)
Worker's Compensation/Payments	_____	_____
Retirement Benefits	_____	_____
Other Pension Benefits (Specify)	_____	_____
Previously Earned Salary or Wages	_____	_____
Previously Earned Bonuses	_____	_____
Annuities	_____	_____
Bank Accounts	_____	_____
Stocks or Bonds	_____	_____
Real Property Other than Homestead	_____	_____
Other: _____	_____	_____
_____	_____	_____

I swear or affirm under oath, that to the best of my knowledge, the information provided herein is complete and accurate.

 Inmate Signature

 Date

 Staff Witness

 Date

TO BE COMPLETED IF INMATE REFUSES TO EXECUTE THIS FORM

Staff Comments: _____

 Staff Signature

 Date



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 208.01

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Effective Date: October 1, 2011

Distribution: A

Supersedes: N/A

Approved by: Derrick D. Schofield

Subject: INMATE TRUST FUND ACCOUNTS

POLICY CHANGE NOTICE 11-35

INSTRUCTIONS:

Please change Section VI.(A)(2) to read as follows:

- “2. When a check, warrant or money order is received for an inmate, the mailroom staff will write a receipt. Personal checks or third party checks will not be accepted. A copy of the receipt will be given to the inmate at the time of receipt unless the check is to be verified under Section (3) below. For all checks to be verified under Section 3, the receipt will be held by the Trust fund staff until the check is verified. A copy of the receipt will be sent to the business office along with the check, warrant or money order. A copy of the receipt will remain in the receipt book in the mailroom.”