

Commissary Request

1. NAME:		Last	First	MI
2. PLEASE PURCHASE ITEMS LISTED BELOW FOR ME AND DEDUCT THEIR TOTAL COST FROM MONIES HELD IN MY ACCOUNT.		3. OTIS NO.	4. SUBSTITUTIONS	5. DATE
Prisoner Initial:				
6. QUANTITY	7. NAME OF ITEM	8. UNIT COST	9. AMOUNT	
10. PRISONER'S SIGNATURE SHOWING RECEIPT OF ITEMS.	11. SUBSTITUTION:	12. TOTAL PURCHASE		
		13. NEW BALANCE		

INSTRUCTIONS:

1. Prisoner name; First and Middle Initial
2. Initials of requesting prisoner
3. OTIS Computer assigned number.
4. Enter decision to allow substitutions or not; YES or NO. (entered by prisoner).
5. Date, order/request made (entered by prisoner).
6. Quantity desired of each item (entered by prisoner).
7. Description of item requested, brand, type, color, etc. (entered by prisoner).
8. Cost of each item (entered by staff).
9. Total amount of line purchase, quantify x amount.
10. Prisoner's signature acknowledging receipt of commissary items.
11. Substitutions, if any, noted and indicated; YES or NO. (entered by staff).
12. Total of Purchase, amount column totaled; or, revised total if substitutions made (entered by staff).
13. Enter new balance in prisoner's account; subtract total of purchase from previous balance (entered by staff).