

	State of Alaska Department of Corrections Policies and Procedures		Index #: 302.13	Page 1 of 2	
			Effective: 10/2/2012		
			Distribution: Public	Due for Rev:	10/2016
	Chapter:	Fiscal Management			
Subject:	Meal Cost for Employees and Visitors				

I. Authority

In accordance with 22 AAC 05.155, the Department of Corrections will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 33.30.030

AS 44.28.030

Alaska Administrative Manual

AAM 35.140

III. Purpose

To establish a cost for and authorize consumption of institutional meals by employees, visitors or guests.

IV. Application

All Staff

V. Definitions

As used in this document, the following definition applies:

Employee:

All personnel employed by the Department.

VI. Policy

Employees and visitors will be required to pay for meals obtained from the institution. Exceptions may be granted by the Commissioner or designee in compliance with AAM 35.140.

VII. Procedures

A. Meal Costs

The cost of a single meal is \$3, which shall be paid in advance.

B. Meal Ledger

A Daily Meal Ledger (form 302.13A) shall be maintained at each facility control and audit purposes in accordance with procedures established by the Superintendent.

C. Accountability for Daily Meal Ledger

1. Each Superintendent or designee shall be responsible for the accountability and control of the daily meal ledger.
2. At the end of each month, the Daily Meal Ledgers and a Meal Report (form 302.13B) for the report month shall be completed and forwarded to the fiscal section of Central Office with warrant for all funds collected.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.



10/2/2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Forms Applicable to this Policy:
302.13A Daily Meal Ledger
302.13B Meal Report