

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">8.22</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
<p>CHAPTER: 8 Administration</p>	<p>RELATED ACA STANDARDS:</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>	<p>SUBJECT: SUPPLIES, EQUIPMENT AND REAL PROPERTY</p> <p style="text-align: right;"><i>R M G 6/29/15</i></p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C. 6517, 6556, 6557, 6558, 29 Del. C. 8903

II. PURPOSE: To establish a centralized system for procurement, distribution, and disposition of supplies, equipment and real property.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV: DEFINITIONS:

- A. Procurement - Acquire, obtain, or secure.
- B. Real Property - Land, buildings, and/or office space.

V: POLICY: It is the policy of the Department of Correction to establish and maintain a centralized system for coordinating the procurement, distribution, and disposition of supplies, equipment, and real property.

The Chief of Administrative Services shall be responsible for developing procedures governing the following:

- A. Disposal of surplus and unusable property.
- B. Printing services (Department Print Shop, Graphics and Printing, contractual agreements).
- C. Central Supply services.
- D. Procurement and purchasing.
- E. Real property (leased, purchased, or otherwise acquired).

These procedures must be included in each bureau/section manual.