

DEPARTMENT OF CORECTIONS ARTS AND CRAFTS AGREEMENT FORM

When ordering an Arts and Crafts item from an inmate, this form must be completed. Payment will not be accepted without this form. All items must be paid for before being taken from the facility.

Inmate Name: _____ ODOC# _____ Unit: _____

Name of Person Ordering: _____ Ext# _____

Quantity and Item(s) Ordered _____

Completion Date: _____

Price Agreed Upon:

_____	+	_____	=	\$ _____
(Amount Offender Receives)		(Sales Tax)		(Approximant amount due to Canteen)

- The purchaser will have to have this form signed by the inmate and Deputy Warden.
- Upon completion of item(s), the purchaser must pay for and pick up the item(s). Payments accepted are by cashier's check or money order.
- Funds will be placed in the inmate's trust fund account at the time craft item is paid and payment reported to trust fund.

Inmate Signature: _____

Purchaser Signature: _____

Deputy Warden Signature: _____

This does not constitute a legal contract, but an acceptance of a verbal agreement between the inmate and the person purchasing said item(s).