

Work Order Request Informational Guide

An eligible customer approved to receive services are required to adhere to the following general guidelines and are responsible for:

- Providing all supplies, materials, and hardware necessary for the eligible project based upon a detailed materials list provided by the instructor;
- Submitting copies of invoices for supplies, materials, and hardware materials being delivered to the facility to the managing official for review and, if appropriate, approval;
- Providing the instructor with 24-hour advance notice of delivery of supplies, materials, and hardware authorized by the managing official;
- Paying for costs associated with the replacement of consumable materials and supplies normally maintained at the correctional facility by the Program, and not provided by the eligible customer; and
- If applicable, delivering the eligible project item, picking up the completed eligible project item, and removing scrap materials associated with the eligible project.
- **If the service is related to a vehicle:**
 - Possessing the original vehicle title or registration card when the vehicle is brought into the correctional facility;
 - Removing the vehicle title, registration card, or similar documents from the vehicle once ownership of the vehicle is verified by the instructor and if required custody staff;
 - Removing all personal items and documents from all areas of the vehicle, such as storage space, glove box, or trunk before the vehicle enters the correctional facility;
 - Removing the vehicle registration plates from the vehicle in the sally port entrance, no registration plates are permitted inside the correctional facility; and
 - In the event a project vehicle cannot be brought into working order, accepting responsibility for the removal of the vehicle from the correctional facility.