



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .1500
Title: Central Warehouse
Issue Date: 06/01/2020
Supersedes: 04/01/2013

POLICY AND PROCEDURE

.1501 LOCATION AND PURPOSE

The Department of Public Safety Central Warehouse is located in Raleigh, NC. The Central Warehouse is the primary vendor for dry goods and paper products for all facilities. Items received by the Central Warehouse have been purchased by the North Carolina Department of Public Safety Purchasing Department utilizing specifications developed by the Food and Nutrition Management Section of North Carolina Department of Public Safety, Prisons. The Central Warehouse manager is responsible for ensuring items received meet the established specifications.

Facility Food Management staff procure items from the Central Warehouse via North Carolina Accounting System (NCAS) Usage Orders. All usage orders must be entered into the NCAS system and approved no later than 7 days prior to the delivery date. If an item is stocked by the Central Warehouse it must be procured from this source. If a needed item is ordered from the Central Warehouse but is not received the item may be procured from another vendor.

The Central Warehouse is inspected once every three (3) years by the North Carolina Department of Agriculture, Consumer Services Food and Drug Protection Division.

Commissioner of Prisons
M.1500_06_01_20

June 1, 2020
Date