

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVL01-0013	Revises Previous Effective Date:
Subject: Governor's Mansion/Food Allowance		12/15/02
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 2

I. POLICY:

- A. To define and outline to Metro State Prison only the procedure for supplying food items to the Governor's Mansion.
- B. The Governor's Mansion is authorized to draw from regular food supplies, excluding U.S.D.A products, such food items as the Office of the Governor deems to be required.

II. APPLICABILITY:

Metro State Prison

III. RELATED DIRECTIVES:

GDC-SOP: IVL01-0020, IB01-0001

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

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A. Record Keeping:

1. Metro State Prison will maintain a daily running record of items and cost of items requested and issued to the Governor's Mansion.
2. A separate monthly report will be prepared and filed with the Director of Food and Farm Services within (5) working days of the close of each month.