

INDIGENT LEGAL SUPPLIES REQUEST FORM
(This form shall be maintained in the Offender Reference Library)

Offender Name: _____ Date: _____

GDC I.D. No. _____ Building/Room Assignment No. _____

I am declaring that I am indigent. I am requesting that stationery items be provided to prepare privileged/legal mail. I understand that, if funds are received in my account, I will be charged the current cost for these supplies and authorize the Business Office to deduct funds from my account when such funds are available.

Offender's Signature

Date Supplies are needed

To: Business Office

The above named offender has requested stationery to prepare privileged/legal documentation. Please advise me, by phone, if this offender is declared indigent.

Is offender indigent? Yes _____ No _____ Date _____

TO: Business Office

FROM: Legal Library

The above named offender received the following supplies:

<u>WEEKLY AUTHORIZED AMOUNT</u>		<u>AMOUNT RECEIVED</u>	<u>PRICES</u>
Carbon Paper, Sheets	5	5 Carbon	@ \$.10
Typing Paper, Sheets	20	20 Typing Paper	@ .01
Pen, Monthly, exchange	1	1 Pen	@ .10
Envelopes, 10" x 13"	_____	_____ Envelopes	@ .16
Envelopes, # 10	_____	_____ Envelopes	@ .02
		Total:	\$ _____

Received By (Offender's Name)

Issued By

Date Received

Offender Account Check No. _____ Paid _____ Amount

Written Off _____ Date _____ Amount