

**IDAHO DEPARTMENT OF CORRECTION
CRC Work Tools**

Fill out, attach with a *CRC Property Request Form*, and return to the EC

To purchase tools through a special draw or payroll deduction, you must complete this form and attach it to a regular property sheet. Give both sheets to the EC. You must receive written approval prior to any purchases.

Tools will be stored at work in a safe place.

If you are removed from this facility, you are responsible to make arrangements for someone to pick up your tools. The CRC is not responsible for these tools.

If you purchase tools without approval, you may be subject to disciplinary action.

Print Resident Name and IDOC Number

Date

Employer/Supervisor signature

Date

Specific Items to Purchase

Estimated Cost

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Total cost: _____

I plan to purchase these items at:

___ special draw

___ payroll deduction

___ mailed/dropped off at facility

Employment Coordinator: _____

Approved Denied