

DEPARTMENT OF CORRECTIONS
INCOMING LIST

PRISONER NAME: _____ Housing Unit: _____ Date: _____

ITEM	Quantity	Amount Received	ITEM	Quantity	Amount Received
HYGIENE					
Shampoo (24 Fl. Oz./Transparent Liquid & Container)	01		Conditioner (24 Fl. Oz./Transparent Container)	01	
Body Wash (24Fl. Oz./Transparent Liquid & Container)	01		Shaving Gel (Transparent/Plastic Container)	01	
Toothpaste (Transparent Gel/Container)	01		Toothbrush Holder (Plastic Container)	01	
Toothbrush	01		Mouthwash (24 Fl. Oz./Transparent Container/Alcohol Free)	01	
Comb / Brush	01		Lotion (Suave/Jergens /10 Fl. Oz.)	01	
Towel (Standard Size/Solid Light Color)	02		Shower Scrub	01	
Wash Cloth (Solid Light Color)	01		Sanitary Napkins	50	
Disposable Razor (Twin Blade)	01		Panty Liner	50	
Deodorant (Transparent Gel & Container)	01		Nail Clipper (Small / NO File)	01	
Laundry Detergent (50 oz. Liquid/35 Pods)	01		Fabric Softener (50 oz. Liquid / 80 Sheets)	01	
DONATION					
Laundry Detergent (Liquid) up to 1 gal			Fabric Softener (Liquid / Sheets)1 gal		
Fabuloso up to 1 gallon			Simple Green up to 1 gal		
Pine Sol up to 1 gallon					
CLOTHING					
T-Shirt (Plain White/Crew Neck/No Pocket)	03=M 02=F		Bra (Wireless)	03	
Trousers(No Camouflage & Cargo Pockets)	02		Slippers/Zorries	01	
Shorts (No Camouflage & Cargo Pockets)	03		Shoes (Recreation/Casual) (Inmate=02)	01	
Socks	03 pairs		Underwear / Panty	05	
MISCELLANEOUS ITEMS					
Reading Materials (Soft Cover)	06		Quarters	80	
Wrist Watch (Not exceeding \$50.00 in value/Receipt must be provided)	01		Paytel Phone Card (No. _____)	01	
AM/FM Radio/Walkman (Not exceeding \$50.00 in value/Receipt must be provided)	01		Photo Album (Wireless, To hold up to (40) 3"x5" Photographs)	01	
Earphones/Headphones (Not exceeding \$20.00 in value/No Special Features/Receipt must be provided)	01		Pillow Case (Standard Size / Solid Light Color)	01	
Batteries (AA/AAA)	04		Fleece Blanket (Twin Size/Solid Light Color)	01	
Disposable Pen	01		Betelnut (Must be cut into quarters)	30	
Pencil (Non mechanical)	01		Leaves (Pupulu)	30	
Notepad (Wireless)	01		Photographs (3x5)	40	
Envelope	10		Flat Sheet (Twin Size/Solid Light Color)	01	
Postal Stamp	10		Religious Rosary (No Metal)	01	
Shoe Polish (Liquid)	01		Bible	01	
DVD (15 per Wing/Cubicle/Block)	15		Glue (8 Fl Oz.)	01	
Yarn (Regular Size)	05		Playing Cards	01	
Hand Sanitizer (2 Fl Oz.)	01		Mask (02-Reusable OR 05-Disposable)		
Microwavable Popcorn (Post 6 Excluded)	10		3IN1 Coffee (Post 6 Excluded)	50	

Person DELIVERING Items: _____ Date: _____

RECEIVING OFFICER: _____ Date: _____

PRISONER Signature: _____ Date: _____

UNIT OFFICER Acknowledge: _____ Date: _____