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STATE OF NEW HAMPSHIRE

DEPARTMENT OF CORRECTIONS

DIVISION OF ADMINISTRATION

P.O. BOX 1806

CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
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William L. Wrenn
Commissioner

Bob Mullen
Director

August 5, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, NH 03301

Retroactive

REQUESTED ACTION

The NH Department of Corrections requests authorization to pay **retroactive** State fiscal year 2013 invoices dated November 12, 2012 through May 31, 2013 in the amount of $8,453.79, to vendors per the attached detail list, for various materials or services provided to Correctional Industries, with current State fiscal year 2014 funds upon Governor and Executive Council approval. 100% Agency Income.

SFY 2014 funds are available in the following account:

Accounting Unit: 02-46-46-462010-5731 Department of Corrections, Prison Industries, *Correctional Industries Inventory*

Account:	Description:		SFY 2014
020-500200	Supplies	1,656.76	
020-500203	Materials and Manufacturing	4,671.27	
020-500920	Fleet-Unleaded Gasoline	1,253.27	
Total Class 020			7,581.30
024-500228	Own Forces Repair (Manchine-Equip)	737.49	
Total Class 024			737.49
070-500707	Miscellaneous (In-State)	135.00	
Total Class 070			135.00
	Total Past SFY Invoices		8,453.79

EXPLANATION

This request is for the purpose of paying invoices that were incurred in the previous State fiscal year utilizing current State fiscal year funds. The invoices are to be paid **retroactively** from Accounting Unit 02-46-46-4620-5731, Correctional Industries.

A vacancy in the administrative area contributes to this retroactive request. With the departure of Industries' accounting supervisor in December 2012, appropriate oversight of the financial reporting functions was lacking. The Department is in the process of reclassifying this position to reflect a level more commensurate with a controller in a manufacturing operation.

The Department of Corrections requests authorization from the Governor and Executive Council to make payments on the invoiced amounts, per the attached detail list, with current State fiscal year funds.

Respectfully Submitted,

William L. Wrenn
Commissioner

Vendor Name	Vendor #	PO #	Date	Invoice #	AU #	Class	Object	Amount		Shop	Description
Airgas USA	230321	8001350	11/30/2012	116958538	5731	020	500200	16.14		Farm	Cylinder Rent
Airgas USA	230321	8001350	12/31/2012	9906692587	5731	020	500200	16.14		Farm	Cylinder Rent
Airgas USA	230321	8001350	3/2/2013	9907040105	5731	020	500200	16.14		Farm	Cylinder Rent
Airgas USA	230321	8001350	5/6/2013	9015464038	5731	020	500200	61.72		Farm	Welding Tools
Airgas USA	230321	8001350	5/9/2013	9015603598	5731	020	500200	46.03		Farm	Welding Tools
Central Paper Product	154087	8000721	5/3/2013	1253188	5731	020	500200	108.75		Sign Shop	Containers
Connecticut River AG	201554		5/21/2013	60427	5731	020	500200	1,016.35		Farm	Fertilizer
Goodwill Industries	177131		4/25/2013	89440 IN	5731	020	500200	193.00		Sign Shop	Rags
Grainger	175421	8001007	1/18/2013	9044379593	5731	020	500200	12.38		Sign Shop	Blade for Stapler
Grainger	175421	8001007	3/27/2013	9101733864	5731	020	500200	(10.01)		Wood Shop	Return
Grainger	175421	8001007	5/6/2013	9143368208	5731	020	500200	60.44		Wood Shop	Pulley
Grainger	175421	8001007	5/31/2013	9155346340	5731	020	500200	(67.15)		Wood Shop	Returned wrong pulley
Home Depot	171486	8001112	5/23/2013	1304352	5731	020	500200	16.96		Farm	Liners
MSC Industrial	174921	8000025	1/31/2013	81521313	5731	020	500200	1.56		Berlin Furniture	Drills
MSC Industrial	174921	8000025	3/21/2013	95352493	5731	020	500200	121.72		Furniture	Can liners
Offtech of New England	153165	8001020	3/26/2013	81241CM	5731	020	500200	(199.95)		Print Shop	Return Chain
Offtech of New England	153165	8001020	5/30/2013	83476	5731	020	500200	82.18		Print Shop	Rollers
Offtech of New England	153165	8001020	5/31/2013	83535	5731	020	500200	164.36		Print Shop	Rollers
									1,656.76		**SubTotal 020-500200**
A&B Lumber	164285	8000285	5/22/2013	41201 1	5731	020	500203	246.96		Farm	Wood
Concord Photo Engraving	174260		5/22/2013	173746	5731	020	500203	36.50		Print Shop	Engraving
Crawford	168576		4/26/2013	SICIN112525	5731	020	500203	293.35		Sign Shop	Pollyethylene
Franks Cane & Rush	173739		4/11/2013	370563	5731	020	500203	22.75		Goffstown	Canning Supplies
Goodfellow Distribution	209269	8001208	2/22/2013	625798	5731	020	500203	1,743.60		Berlin Wood	Wood
Goodfellow Distribution	209269	8001208	2/26/2013	626752	5731	020	500203	120.87		Berlin Wood	Wood
Goodfellow Distribution	209269	8001208	4/22/2013	641199	5731	020	500203	377.00		Wood Shop	Cherry Wood
Goodfellow Distribution	209269	8001208	4/25/2013	642823	5731	020	500203	257.55		Wood Shop	Cherry Wood
Grainger	175421	8001007	5/29/2013	9153123204	5731	020	500203	42.96		Furniture	Casters
Gravograph	175535		5/1/2013	13018290 RI	5731	020	500203	658.26		Engraving	Matting
Grayson Industries	206921	8001034	3/22/2013	165	5731	020	500203	541.05		Farm	Bolts and Nuts
Grayson Industries	206921	8001034	3/27/2013	383	5731	020	500203	11.25		Farm	Nuts
McMaster Carr	168661		5/17/2013	52104109	5731	020	500203	213.75		Wood Shop	Filters
Merritt's	230967	FPO181309	4/5/2013	0658877 IN	5731	020	500203	53.05		Berlin Furniture	Clock parts
MSC Industrial	174921	8000025	1/31/2013	81521303	5731	020	500203	39.00		Berlin Furniture	Nylon Cord
White Mountain Lumber	154068	8000291	5/6/2013	291042	5731	020	500203	13.37		Berlin Furniture	Hardware
									4,671.27		**SubTotal 020-500203**
Dennis K Burke	174496	N/A	3/27/2013	141438	5731	020	500920	725.77		Farm	Fuel
Transportation	177927		5/9/2013	234698	5731	020	500920	527.50		Farm	Fuel
									1,253.27		**SubTotal 020-500920**
Bob's Sharp All	157491	N/A	2/27/2013	2365151	5731	024	500228	174.50		Berlin Wood	Sharpening Blades
Bob's Sharp All	157491	N/A	4/3/2013	2365567	5731	024	500228	62.50		Berlin Furniture	Sharpening Saw
Bob's Sharp All	157491	N/A	4/22/2013	2365986	5731	024	500228	30.50		Furniture	Sharpening Sissors
Caldwell Sharpening Ser	172650	N/A	3/21/2013	12040	5731	024	500228	43.00		Print Shop	Sharpen Knife
Caldwell Sharpening Ser	172650	N/A	4/24/2013	12129	5731	024	500228	383.99		Wood Shop	Sharpening Tools
Caldwell Sharpening Ser	172650	N/A	5/1/2013	12155	5731	024	500228	43.00		Print Shop	Sharpen Knife
									737.49		**SubTotal 024-500228**
Mt Washington Chamber	160581		4/23/2013	22476	5731	070	500707	135.00		Office	Booth
									135.00		**SubTotal 070-500707**
									$8,453.79		**Grand Total**