



TRANSITION RESOURCES REQUEST

JUSTIFICATION REQUEST - COMPLETED BY REQUESTER

Complete and email to the Community Corrections Supervisor for approval. Exceptions to resources identified in the [Regional Transition Fund Program Job Aid](#) require Field Administrator/ Work Release Administrator/Reentry Senior Administrator/Appointing Authority approval.

| | | |
|-----------------|--------------------------|---------------------------|
| Request date | Requester name and title | Phone number |
| DOC number | Applicant name | Select one |
| Current offense | | Risk Level Classification |
| | | Select one |
| | | Custody status |

Services/items being requested: _____

Justification for the need for services/resources: _____

Reason(s) applicant is unable to obtain services/items: _____

How was it verified the applicant has exhausted existing resources and sources of support? _____

Forward approved requests via email to the requester and local Business Office.

PAYMENT REQUEST - COMPLETED BY LOCAL BUSINESS OFFICE

| | |
|-----------------------|--------------|
| Vendor business name | Address |
| Vendor contact person | Phone number |

Payment amount: \$ _____ Statewide vendor account established? Yes No

Purchasing card used to pay vendor:

- Will use local card after receipt/final approval
- Will use regional card
- Requesting Business Office use regional card
- Prepaid/gift card

Individuals under Department jurisdiction will not directly receive/handle funds, except some prepaid cards that will be handled per local procedures. Payment will be sent to the vendor after receiving documentation services were completed.

- Purchase card users must follow DOC 200.335 Purchase Card.
- Supply closet items or bus fares will be approved, purchased, and documented/audited per local procedures.
- Resources must be documented as a chronological entry in the individual's electronic file.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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