## Order Form South Carolina DOC Quarter 2 March 19 - April 18, 2024 <br> Please complete all info (print clearly).

| ITEM DESCRIPTION | PRICE | ITEM \# | ату | TOTAL PRICE |
| :---: | :---: | :---: | :---: | :---: |
| DRINKS Coffee |  |  |  |  |
| Cafe Genial 3 oz. Cafe De Olla Instant Coffee with Cinnamon <br> ITEM LIMIT 12 | \$3.50/EA | 80007662 |  |  |
| Keefe 3 oz. 100\% Colombian Coffee K H C R V ITEM LIMIT 12 | \$7.50/EA | 7022 |  |  |
| Keefe 3 oz. Colombian Blend Premium Coffee KHRV <br> ITEM LIMIT 12 | \$5.48/EA | 10244 |  |  |
| Keefe 4 oz. Instant Coffee K H ITEM LIMIT 12 | \$6.14/EA | 21 |  |  |
| Keefe 5 0z. 100\% Colombian Coffee ITEM LIMIT 12 | \$8.30/EA | 80003166 |  |  |
| Maxwell House 4 oz. Select Roast Coffee Pouch KCR <br> ITEM LIMIT 12 <br> Cappuccino | \$6.25/EA | 2974 |  |  |
| Keefe 8 oz. French Vanilla Cappuccino K H C R ITEM LIMIT 12 | \$4.33/EA | 3701 |  |  |
| Sweetener |  |  |  |  |
| Equal Sweetener (115 Pk.) ITEM LIMIT 12 | \$3.80 / BX | 80009728 |  |  |
| Sweet Mate Sweetener (10 Pk.) ITEM LIMIT 12 | \$0.82 / SP | 59719 |  |  |
| Drink Mixes |  |  |  |  |
| Hawaiian Punch 0.75 oz. SF Fruit Juicy Red Drink Mix (8 Pk.) D <br> ITEM LIMIT 12 | \$3.20 / BX | 80008028 |  |  |
| Klass 1.52 Atole Strawberry Drink Mix ITEM LIMIT 12 | \$1.00/EA | 80009778 |  |  |
| Pure Kick . 106 Citrus Drink Mix (6 Pk.) ITEM LIMIT 12 | \$3.20 / BX | 80008623 |  |  |
| Starburst 0.43 oz. Zero Sugar Singles To Go All Pink Strawberry Drink Mix (6 Pk.) K D ITEM LIMIT 12 | \$3.20 / BX | 80007922 |  |  |
| Tang 6 oz. Breakfast Drink Mix K C ITEM LIMIT 12 <br> Cocoa | \$2.50 / EA | 7040 |  |  |
| Swiss Miss 9 oz. Hot Cocoa Mix (9 servings) KHCRG <br> ITEM LIMIT 12 | \$3.25/EA | 7495 |  |  |
| FOOD \& SNACKS Cereal |  |  |  |  |
| Malt-0-Meal 1 oz. Frosted Flakes Cereal (Single Serve) K <br> ITEM LIMIT 12 | \$1.20/EA | 5667 |  |  |
| Nature Valley 1.2 oz. Sweet \& Salty Peanut Granola Bar <br> ITEM LIMIT 12 | \$1.95/EA | 80006270 |  |  |
| Schulze \& Burch 1.5 oz. Crunchy Peanut Butter Granola Bar <br> ITEM LIMIT 12 <br> Cereal Bars | \$1.70 / EA | 80000990 |  |  |
| Cocoa Puffs 1.42 oz. Cereal Bar ITEM LIMIT 12 | \$1.25/EA | 80006661 |  |  |
| Nutrigrain 1.3 oz Strawberry Cereal Bar ITEM LIMIT 12 | \$1.10/EA | 80008178 |  |  |
| Nutrigrain 1.3 oz. Blueberry Cereal Bar ITEM LIMIT 12 | \$1.10/EA | 80008179 |  |  |
| Toaster Pastries |  |  |  |  |
| Kellogg's 3.38 oz. Frosted Blueberry Pop-Tarts (2 Pk.) <br> ITEM LIMIT 12 | \$1.50/EA | 10741 |  |  |


| ITEM DESCRIPTION | PRICE | ITEM \# | $\text { QTY } \begin{aligned} & \text { TOTAL } \\ & \text { PRICE } \end{aligned}$ |
| :---: | :---: | :---: | :---: |
| Pastries \& Snack Cakes |  |  |  |
| Cloverhill 4.25 oz. Blueberry Cheese Danish K ITEM LIMIT 12 | \$1.53/EA | 80006851 |  |
| Cloverhill 4.25 oz. Strawberry Cheese Danish K ITEM LIMIT 12 | \$1.53/EA | 80006850 |  |
| Duchess 4 oz. Cinnamon Roll ITEM LIMIT 12 | \$1.37/EA | 80005739 |  |
| Fieldstone Bakery 2.15 oz. Fudge Brownie ITEM LIMIT 12 | \$1.20 / EA | 80001444 |  |
| Hostess 3.38 oz. Orange CupCakes (2 Pk.) ITEM LIMIT 12 | \$2.45 / EA | 80000344 |  |
| Market Square Bakery 4.75 oz. Iced Honey Bun ITEM LIMIT 12 | \$2.20 / EA | 80009328 |  |
| Chips \& Snacks |  |  |  |
| 7 Days 3.17 oz. Roasted Garlic Bagel Chips ITEM LIMIT 12 | \$3.10 / EA | 80007192 |  |
| Andy Capp's 85 oz. Hot Fries ITEM LIMIT 12 | \$0.82 / EA | 6743 |  |
| Andy Capp's 2 oz. Beer Battered Onion Rings ITEM LIMIT 12 | \$2.95 / EA | 80009001 |  |
| Cactus Annie's 2 oz. Cheese Puffs K H ITEM LIMIT 12 | \$1.50 / EA | 7994 |  |
| Chex Mix 1.75 oz. Traditional K ITEM LIMIT 12 | \$1.60 / EA | 1470 |  |
| Corn Nuts 1.7 oz. Ranch Flavor ITEM LIMIT 12 | \$2.05 / EA | 80009848 |  |
| Doritos 8 oz. Cool Ranch Chips C ITEM LIMIT 12 | \$3.45/EA | 10354 |  |
| Doritos 8 oz . Nacho Cheese Chips C ITEM LIMIT 12 | \$3.45/EA | 10514 |  |
| Fritos 2 oz. Chili Cheese Corn Chips ITEM LIMIT 12 | \$1.10 / EA | 10446 |  |
| Moon Lodge 1.5 oz. Regular Potato Chips K HV ITEM LIMIT 12 | \$0.95 / EA | 6022 |  |
| Moon Lodge 1.5 oz . Sour Cream and Onion Potato Chips KH <br> ITEM LIMIT 12 | \$0.95 / EA | 6024 |  |
| Moon Lodge 1.5 oz. Stuffed Jalapeno Potato Chips KH <br> ITEM LIMIT 12 | \$1.32 / EA | 7637 |  |
| Moon Lodge 6 oz. Hot!, Hot!, Hot! BBQ Potato Chips KH <br> ITEM LIMIT 12 | \$2.63 / EA | 5119 |  |
| Palmer 5 oz. White Chocolate Caramel Swirls Pretzels <br> ITEM LIMIT 12 | \$6.60 / EA | 80009935 |  |
| Pringles 5.5 oz. Sour Cream \& Onion Potato Chips ITEM LIMIT 12 | \$4.60 / EA | 80005749 |  |
| Rice Krispies Treats . 78 oz. Strawberry Marshmallow Squares ITEM LIMIT 12 | \$1.15/EA | 80009063 |  |
| Snyder's 2.25 oz. Hot Buffalo Wing Pretzel Pieces K D <br> ITEM LIMIT 12 | \$1.60 / EA | 6108 |  |
| Snyder's 2.25 oz. Jalapeno Pretzel Pieces K D ITEM LIMIT 12 | \$1.65/EA | 2299 |  |
| TGI Fridays 1 oz. Cheddar and Bacon Potato Skins Snacks K <br> ITEM LIMIT 12 | \$1.15/EA | 80003515 |  |
| The Whole Shabang 1.5 oz. Extreme Ripple Potato Chips KH <br> ITEM LIMIT 12 | \$1.05/EA | 80002293 |  |
| The Whole Shabang 1.5 oz. Potato Chips K H ITEM LIMIT 12 | \$1.00 / EA | 6025 |  |
| The Whole Shabang 6 oz. Snack Mix K H C D ITEM LIMIT 12 | \$3.50 / EA | 80003008 |  |



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| ITEM DESCRIPTION | PRICE | ITEM \# | QTY | TOTAL |
| :---: | :---: | :---: | :---: | :---: |
| Velveeta 4 oz. Cheesy Refried Beans KHCD ITEM LIMIT 12 | \$2.19 / EA | 4939 |  |  |
| Velveeta 4 oz. Spicy, Cheesy Refried Beans K H C D ITEM LIMIT 12 | \$1.97 / EA | 4940 |  |  |
| Ramen |  |  |  |  |
| Maruchan 3.32 oz. Hot \& Spicy Chicken Bowl ITEM LIMIT 12 | \$2.65 / EA | 80009405 |  |  |
| Maruchan 3 oz. Beef Flavor Ramen ( 24 Pk.) RAMEN LIMIT 96 | \$14.47 / CS | 9 |  |  |
| Maruchan 3 oz. Chicken Flavored Ramen (24 Pk.) RAMEN LIMIT 96 | \$14.47 / CS | 8 |  |  |
| Maruchan 3 oz. Hot \& Spicy Vegetable Flavored Ramen (24 Pk.) RAMEN LIMIT 96 | \$14.47 / CS | 505 |  |  |
| Noodles |  |  |  |  |
| Cinch 7.25 oz. Macaroni \& Cheese ITEM LIMIT 12 | \$1.64 / EA | 764 |  |  |
| Thai Palace 3.7 oz. Rice Noodle Soup Chili Flavor C G ITEM LIMIT 12 | \$1.86/EA | 3092 |  |  |
| Protein Bars |  |  |  |  |
| Clif Bar 2.4 oz. Crunchy Peanut Butter Energy Bar D <br> ITEM LIMIT 12 | \$5.00 / EA | 80007668 |  |  |
| HEALTH \& BEAUTY <br> Hair Care \& Body Wash |  |  |  |  |
|  |  |  |  |  |
| Elementz 15 oz. 3 in 1 Coconut Lime Hair \& Body Wash <br> HYGIENE LIMIT 3 ITEM LIIIT 12 | \$5.35 / EA | 24942 |  |  |
| Elementz 15 oz. Thickening Shampoo w/Aloe \& Ginseng <br> HYGIENE LIIIT 3 ITEM LIMIT 12 | \$4.50 / EA | 24936 |  |  |
| Soap |  |  |  |  |
| Irish Spring 3.2 oz. Original Soap (1 bar) ITEM LIMIT 12 | \$1.45/EA | 21487 |  |  |
| Next 1 - 5 oz. Moisturizing Soap (1 bar) C HYGIENE LIIIT 3 ITEM LIMIT 12 | \$1.45/EA | 22097 |  |  |
| Infuzed 15 oz. Island Naturals Coconut Lime \& Aloe Lotion <br> HYGIENE LIMIT 3 ITEM LIMIT 12 | \$4.15 / EA | 24967 |  |  |
| Infuzed Island Naturals 15 oz . Shea Butter Lotion HYGIENE LIIIT 3 ITEM LIMIT 12 | \$4.95 / EA | 24966 |  |  |
| New Day 3.75 oz Cocoa Butter Petroleum Jelly ITEM LIMIT 12 | \$1.97/EA | 80007534 |  |  |
| Deodorant |  |  |  |  |
| Power Up 2.5 oz. Drive Deodorant HYGIENE LIIIT 3 ITEM LIMIT 12 | \$3.56 / EA | 80008519 |  |  |
| Power Up 2.5 oz. Force Antiperspirant \& Deodorant HYGIENE LIIIT 3 ITEM LIMIT 12 | \$3.56 / EA | 80008518 |  |  |

## Order Form South Carolina DOC Quarter 2 March 19 - April 18, 2024 <br> Please complete all info (print clearly).

| SH\|P We: We cannot send orders from one inmate to another. |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Inmate's Name | ID\# |  |  |  |  |  |
| Institution/Dorm/Housing\# |  |  |  |  |  |  |
| Street Address |  |  |  |  |  |  |
| $\overline{\text { City }}$ |  |  | State | Zi |  |  |
| SENDER: |  |  | REQUIRED for order fulfillment. |  |  |  |
| Sender's Name |  |  |  |  |  |  |
| Street Address |  |  |  |  |  |  |
| City |  |  | State | Z |  |  |
| Phone Number |  |  |  |  |  |  |
| Email (You will receive confirmation emails when the order is placed and shipped.) |  |  |  |  |  |  |
| CALCULATE AMOUNT DUE: |  |  |  |  |  |  |
| TAX TOTALS |  |  |  |  |  |  |
| Food: |  | x |  | = |  |  |
| Non-Food: |  | x |  | = |  |  |
| Processing Fee: | \$5.00 | x |  | = |  |  |
| TOTAL AMOUNT DUE: |  |  |  |  |  |  |
| SELECT PAYMENT METHOD: |  |  |  |  |  |  |
| Institutional Check Cashier's Check Make check or money order payable to ACCESS SECUREPAKVISA MasterCard Discover |  |  |  |  |  |  |
| Cardholder Name |  |  |  |  |  |  |
| Cardholder Signature |  |  |  |  |  |  |
| 1 / |  |  |  |  |  |  |
| Daytime Phone Number Today's Date mm/dd/yyy |  |  |  |  |  |  |
| Credit Card Number |  |  |  |  |  |  |
| Expiration Date Security Code $\quad$ number panel. |  |  |  |  |  |  |

## PROGRAM DATES:

Ordering Begins: March 19, 2024
Ordering Ends: April 18, 2024
Postmark date for mail orders: April 11, 2024
Delivery to facility: Orders will arrive May 6 - June 21, 2024

## WAYS TO ORDER:

Online: southcarolinapackages.com
Phone: 1-800-546-6283
Mail: Access Securepak (SC)
10880 Linpage Place
St. Louis, MO 63132

## ACCEPTABLE FORMS OF PAYMENT:

- Credit/Debit Cards-VISA, MasterCard, Discover
- Prepaid cards that have a verifiable United States address
- Cashier's check
- Money order
- Institutional check

We do not accept personal checks and will return them to the sender. Credit/debit and pre-paid cards will be charged on the day the order is placed. Refunds or credits will be applied to the card used for the order (allow additional time for refunds/credits on prepaid cards). Access Securepak reserves the right to remove one or more items from the order due to insufficient payment

SALES TAX: Access Securepak ${ }^{\circledR}$ will not include sales tax in the selling prices. Sales tax needs to be calculated for all items. The sales tax rate is based on the inmate's facility located at the time of order entry, not at the time of receipt. Refer to the tax table for the correct sales tax rate.

## Tax calculation example:

$\$ 163.52$ food total $\times 0.02$ food tax rate $=\$ 3.27$ tax due $+\$ 163.52$ food total w/tax= \$166.79 total due
$\$ 23.52$ non-food total $+\$ 5.00$ processing fee $=\$ 28.52$ non-food subtotal $\times 0.08$ tax rate $=\$ 2.28$ tax due $+\$ 28.52$ non-food total $=$ $\$ 30.80$ non-food total w/tax
$\$ 166.79$ food total w/tax + \$30.80 non-food total w/tax = \$197.59 total due

## Tax table:

| Facility Name | Zip Code | Food Tax Rate | Non Food Tax Rate | Facility Name | Zip Code | Food Tax Rate | Non Food Tax Rate | Facility Name | Zip Code | Food Tax Rate | Non Food Tax Rate |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Allendale Cl | 29827 | 1.00\% | 8.00\% | Leath Cl | 29649 | 0.00\% | 7.00\% | Palmer Pre-Release Center | 29501 | 1.00\% | 8.00\% |
| Broad River Cl | 29210 | 2.00\% | 8.00\% | Lee Cl | 29010 | 1.00\% | 8.00\% | Perry Cl | 29669 | 0.00\% | 6.00\% |
| Evans Cl | 29512 | 1.00\% | 8.00\% | Lieber Cl | 29472 | 1.00\% | 7.00\% | Ridgeland Cl | 29936 | 2.00\% | 8.00\% |
| Gilliam PSY Unit | 29210 | 2.00\% | 8.00\% | Livesay A Camp | 29303 | 0.00\% | 7.00\% | Trenton Cl | 29847 | 1.00\% | 8.00\% |
| Goodman Cl | 29210 | 2.00\% | 8.00\% | Livesay B Camp | 29303 | 0.00\% | 7.00\% | Turbeville Cl | 29162 | 2.00\% | 8.00\% |
| Graham Cl | 29210 | 2.00\% | 8.00\% | MacDougall Cl | 29472 | 2.00\% | 9.00\% | Tyger River Cl | 29335 | 0.00\% | 7.00\% |
| Kershaw Cl | 29067 | 1.00\% | 8.00\% | Manning Reentry Work | 29203 | 2.00\% | 8.00\% | Wateree Cl | 29128 | 1.00\% | 7.00\% |
| Kirkland Cl | 29210 | 2.00\% | 8.00\% | McCormick Cl | 29899 | 1.00\% | 8.00\% |  |  |  |  |

## Order Form South Carolina DOC Quarter 2 March 19 - April 18, 2024

Please complete all info (print clearly).

All inmates are eligible for these packages except:

- Canteen Restriction
- Disciplinary Detention (DD)
- Intake (IN, INL5)

Pre-Hearing Detention (SP, ST, PHD)
Safekeepers (SK)
Security Detention (SD)
Kirkland Inmates in Dorm: A1, A2, B1, C1, C2, D (Cells 33-64),
F1(Cells 101-132 and 201-232), F3, MSU and Infirmary

- Young Offenders Incarcerated Less Than 60 Days

One or more individuals can "contribute" to an inmate's package but neither the total dollar limit nor the quantity limits can be exceeded.

- This program is separate from the Canteen and does not affect the Canteen spending limit. Ordering excessive amounts of product may result in the loss of some items if the inmate is transferred

Limits per inmate:

- Maximum of $\$ 200$ on food and snacks o Maximum of (12) on any single food or snack item (except Ramen) o Maximum of (4) Ramen 24 packs (any combination of flavors) - Maximum of 3 hygiene products

INMATE PACKAGE PROGRAM - EH COOPER PROCEDURE: Place orders early to allow time to resolve any issues before the deadline. Inmates may only purchase packages for themselves and/or immediate family members incarcerated within the SCDC. An immediate family member is defined as a:

## Spouse

Sibling
Parent
Grandparent
Child
Grandchild
If an inmate buys items for their incarcerated family member and the dollar amount / food limit / hygiene limits are exceeded, Access Securepak® will refund the difference to the inmate sender's EH Cooper account. This will be coordinated with Financial Accounting.

Ordering begins March 19, 2024. Mail orders must be postmarked by April 11, 2024.

EH Cooper Trust Fund Withdrawal requests must be submitted to your Postal Director no later than April 9, 2024 for receiving at Financial Accounting by April 11, 2024.

The Postal Director will process the EH Cooper check requests for the inmates who wish to purchase packages for themselves and/or SCDC incarcerated "immediate family members", using the following procedure:

- The inmate will complete all information on SCDC Form 15-1, "Cooper Trust Fund Withdrawal", including their full name and SCDC number, dollar amount, payee's name: Access Securepak® and mailing address: 10880 Linpage Place, St. Louis, MO 63132.
- The vendor attachment box must be marked with a "Y". - Completed Access Securepak® order form must be attached to SCDC Form 15-1.
inmates are allowed to make inmate-to-inmate transactions to purchase packages for SCDC incarcerated family members. Inmates will follow the same procedure as if they are purchasing a package for themselves, with these additions:
- 

Indicate the family relationship in the space below the Institution name, in the "Ship To" column, on the Access Securepak® order form.

SCDC Form 15-1, "Cooper Trust Fund Withdrawal", mus have the Warden's approval.

Financial Accounting personnel will process the check request and mail the order form with the check to Access Securepak®.

## FREQUENTLY ASKED QUESTIONS:

Q: When does the program begin?
A: Orders will be accepted from March 19, 2023 -April 18th, 2024. However, any order that is mailed in must be postmarked by April 11, 2024. Any orders received after the deadline will not be processed and will be mailed back to the sender.

Q: When will the order arrive at the institution?
A: All orders will be arriving at the institutions May 6th, 2024- June 21, 2024. The institutional staff will be distributing the packages to the inmates shortly after the shipment arrives at the institution

Q: What is the spending limit?
A: The spending limit is $\$ 200.00$ for food/snacks only. Limit on the purchase of any single food item to a maximum of 12 each (excluding Ramen which is currently limited to (4) 24 pks). Hygiene items are limited to a total of 3. Limits are listed on the catalog, order form and website. nmates in the Step Down Unit are restricted to a $\$ 50$ spending limit. GPH patients are restricted to a limit of $\$ 100$.

Q: What are your processing fee charges?
A: $\$ 5.00$ nonrefundable processing fee for mail and phone orders and a reduced $\$ 2.50$ processing fee for web orders.

Q: Will sales tax be applied to my order?
A: Access Securepak ${ }^{\circledR}$ will not include sales tax in the selling prices. Sales tax needs to be calculated for all items. The sales tax rate is based on the inmate's facility location at the time of order entry, not at the time of receipt. Refer to the tax table for the correct tax rate.

Q: What forms of payment do you accept?
A: PAYMENT: We accept Credit/debit cards (VISA, MasterCard, or Discover logos), prepaid credit cards (that have a verifiable United States address), cashier's check, institutional check, or money order. When paying by credit card be sure to include the card number, expiration date, card member's name, CCV 3 digit number on the back of the
card, card member's phone number, and billing address. Inmates may purchase packages for themselves and/or SCDC incarcerated immediate family members, by completing SCDC Form 15-1, "Cooper Trust Fund Withdrawal" and attaching it to the completed Access Securepak® order form. Requests must be submitted to the Postal Director by April 9, 2024 to allow time for institutional check processing. We do not accept prepaid credit cards that lack the ability to assign a valid United States address to the card holder.

Q: How do I place an order?
A: By Phone: 1-800-546-6283, by Internet: southcarolinapackages. com or by Mail: Access Securepak, 10880 Linpage Place, St. Louis, MO 63132.

Q: How do I check on an order?
A: Call 1-800-546-6283 or write to us at Customer Service, 10880 Linpage Place, St. Louis, MO 63132; or send us an email at: customerservice@accesscatalog.com.

Q: How do I report a discrepancy with the order (item missing, wrong product, etc)?

A: The inmate will be given an opportunity to check contents of package in the presence of an employee from the institution. If there is an issue with the order, the employee will verify it and send the paperwork to Access. All discrepancies must be reported from the institution. We cannot honor any discrepancies reported from family members or friends of the inmate.

Q: What happens if the person I am sending my order to changes custody level and is no longer allowed a package?

A: If you place an order for an inmate and their custody level changes or they are moved to a facility other than SCDC, while the order is being processed or shipped, the order will be returned to us. Once we receive the order back from the institution, we will issue a refund to the sender of the package. There are no restocking fees.

Q: What happens if the inmate is relocated to another SCDC institution?
A: If you place an order for an inmate and they are moved to another SCDC institution, the package will be forwarded to the new institution on the next available SCDC Canteen truck.

Q: When will clothing be available for purchase?
A: Clothing will only be offered during the 1st and 3rd Quarters.

