



**USE OF PERSONAL EARNED FUNDS FOR COMMISSARY PURCHASES**  
**Standard Operating Procedure To**  
**103 CMR 405, Fund Accounts**

Effective Date: March 3, 2026  
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**I. Purpose**

- A. The purpose of [103 CMR 405](#) is to set Department of Correction (Department) policy concerning the proper handling and distribution of Incarcerated Individual and Civil Commitment funds. [103 CMR 405](#) is not intended to confer any procedural or substantive rights, or any private cause of action not otherwise granted by state or federal law
  
- B. This Standard Operating Procedure (SOP) establishes guidelines for allowing the use of Personal Earned Funds for the purpose of commissary purchases in accordance with [103 CMR 405.07\(5\)](#), Wages and Stipends. This SOP does not apply to any other transaction type. Any other requests for the use of personal earned funds must be for a compelling need and be submitted to the Superintendent per [103 CMR 405.07\(5\)](#). This SOP will not become effective until the Department has successfully transitioned the Trust Fund Accounting (TFA) activities from the current Inmate Management System TFA module to the Cashless Commissary and Trust Accounting System (CACTAS) software.

**II. Cancellation**

[103 CMR 405](#) cancels all previous Department policies and procedures governing Incarcerated Individual and Civil Commitment Fund Accounts (FA) and money.

### **III. Severability Clause**

If any article, section, subsection, sentence, clause, or phrase of [103 CMR 405](#) is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner or otherwise inoperative, such decision shall not affect the validity of any article, section, subsection, clause or phrase of [103 CMR 405](#).

### **IV. Guidelines**

The Department shall adhere to the following procedure for the processing of the weekly commissary orders:

- A. When the commissary vendor sends a request for Incarcerated Individual or Civil Commitment account balances, the CACTAS system will provide the total net sum of the personal unearned plus the personal earned balance.
- B. When the commissary charges are received from the commissary vendor, the CACTAS system will pull funds from the personal unearned account. Only when all personal unearned funds have expended prior to the fulfillment of the commissary order will the system use personal earned funds to complete the order.
- C. No order will be allowed to exceed any limits or circumvent any restrictions as set by the Department or the Superintendent.
- D. Any credits due for a weekly commissary order will be returned to the personal unearned account.

### **V. Responsible Staff**

Reviewing Authority: Deputy Commissioner, Administration

Responsible Staff:

- Executive Director of Administrative Services
- Superintendents

### **VI. Access to Policy**

Department Central Policy File  
Superintendents/Unit Directors Policy Files  
Institution Library

### **VII. Information Sources**

Legal Authority:

[M.G.L. c. 124, § 1\(c\), \(q\), \(u\)](#)

[M.G.L. c. 127, §§ 3, 48, 48A, 49, 96A, and 162](#)

[M.G.L. c. 22E, § 4](#)

[M.G.L. c. 258B](#)

[Executive Order 399](#)

Other Related Policies:

[103 CMR 405, Fund Accounts](#)

Applicability:

- All Staff
- Incarcerated Individuals
- Civil Commitments

Attachments: None