

# **Sending Money, Mail and Property- RGCI**

Revised: 10/14/15

**Sending Inmate Money** –A cashier's check or money order is the only accepted form (cash and personal checks are not accepted). Legibly print the **inmate's full name and DOC number** on the check or money order and be sure to **sign the money order**. Include name of sender as well as a legible and accurate return address on the envelope. Incomplete cashier's checks or money orders may be returned to the sender at the inmate's expense. **Cards, letters, or notes CANNOT be accepted at the money PO Box 1000.** If such items are sent with the funds, the inmate will be asked whether staff should dispose of it or return to the sender at his expense. Funds only send to:

Redgranite Correctional Institution (RGCI)  
*Inmate Accounts*  
PO Box 1000  
Redgranite, WI 54970-1000

## **Sending Inmate Mail**

Mail should include an accurate and legible sender name/address as well as the **inmate's full name and DOC number**. Mail should be addressed to:

Redgranite Correctional Institution  
*Inmate's name and number*  
PO Box 925  
Redgranite, WI 54970-0925

## **Sending Inmate Property**

To send inmate property, please follow the Department of Corrections policies on approved property and limits, and purchase items from one of the approved vendors listed below. All property items must be shipped directly from retail with a receipt. No property items can come in during visits\*.

**Inmate Property** should be addressed to:

Redgranite Correctional Institution  
*Inmate Name and DOC Number*  
1006 County Road EE  
PO Box 925  
Redgranite, WI 54970

## **Vendor contact information:**

### **Union Supply Direct**

Dept. 500 P.O. Box 309  
Groveport, OH 43125-0309  
Toll free: 1-855-247-6093  
Fax: 1-866-401-5085  
[www.wiinmatepackage.com](http://www.wiinmatepackage.com)

### **Jack L. Marcus**

5300 W. Fond du Lac Ave.  
Milwaukee, WI 53216-1348  
Toll free: 1-800-236-2611  
Fax: 1-800-643-9992  
[www.JLMarcusWisconsin.com](http://www.JLMarcusWisconsin.com)

### **Access Securepak**

10880 Lin Page Place  
St. Louis, MO 63132  
Toll free: 1-800-546-6283  
[www.wisconsinpackages.com](http://www.wisconsinpackages.com)

\*Release clothing may be dropped off in the lobby prior to a visit or sent to the institution from any vendor or from home.

## **Sending Staff Mail**

Redgranite Correctional Institution  
***Staff name***  
PO Box 900  
Redgranite, WI 54970-0900