

POLICY

PURCHASING

All cafeteria food supply items, except milk, ice cream products and bread, shall be purchased in accordance with the rules of the Commissioner of Education. Contracts for furnishing these items are to be awarded annually by Board action after advertisement for bids.

The director of food services is authorized to purchase food supplies and maintain all necessary records pertaining thereto. The director of food services will solicit quotations as follows:

- A. Fixed quantities of canned foods and dry staples during the school week prior to the first day of each month; and
- B. More or less quantities of all other foods, including fresh or frozen fruits, vegetables, and meats, unless procured on a longer term basis, during the school week prior to the 1st and 15th days of each month. Orders will be placed as needed with the successful vendor during the period covered by the quotation.

Any vendor wishing to submit quotations to the director of food services shall do so in person or through his/her authorized representative. Vendors may be required by the cafeteria director to provide at least two samples of any or all items for which a quotation is submitted. Samples are to be used for testing purposes, and are to be supplied without cost. The director of food services, after making whatever tests are deemed advisable, will decide upon the item which is best suited and most economical for cafeteria use.

The director of food services is hereby authorized to purchase food supplies to the extent of not more than \$100 in any month without obtaining quotations if, for any reason, such purchases are necessary or are deemed to be in the best interest of the school district.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: September 13, 1995

Revised:

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File Code: 3542.44

Legal References:	<u>N.J.S.A.</u>	18A:18A-5(a), -42.1	Exceptions to requirements for advertising . . .
	<u>N.J.S.A.</u>	18A:18A-6	Standards for purchase of milk
	<u>N.J.A.C.</u>	6:20-2A.5	Supplies and equipment

Possible Cross References:	*3320	Purchasing procedures
	3571	Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.

