

PURCHASING

The board of education authorizes and directs the Superintendent or designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

The Business Administrator is authorized to purchase not more than \$250 worth of food supplies in any month for the cafeterias or food preparation classes without soliciting quotations. Such purchases must be documented according to law.

**Date reviewed: May 17, 2000; May 15, 2002; June 8, 2011**

**Date adopted: May 17, 2000; January 21, 2004; August 10, 2011**

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Food Purchases, Purchasing Procedures

\*\*Mandated only if the district wishes to do it.

Legal References

PURCHASING

**Mandated:**

N.J.A.C. 6A:23-2.6(c) requires boards to develop policy if they wish to purchase food supplies without advertising for bids.

The policy is required only if a board wishes to purchase supplies in this manner.

**Recommendation:**

A policy closely following the code to be adopted before the opening of schools in September and to be made known to the public.

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:18A-5(a)6	Exceptions to requirements for advertising
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.A.C.</u> 6A:23-2.6	Supplies and equipment

**Possible**

<b><u>Cross References:</u></b>	*3320	Purchasing procedures
	3571	Financial reports

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

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