

**Policy**

PURCHASING OF FOODS

The Board of Education authorizes and directs the superintendent or designee to execute contracts with proper vendors in accordance with state and federal law to purchase subsistence amounts of perishable foods through competitive bidding. 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 school business administrator is authorized to purchase not more than \$500 worth of food supplies in any month for the cafeterias or food preparation classes without soliciting quotations, provided a statement signed by the purchaser is filed with the invoice indicating the reason why quotations could not be obtained, and shall retain such record for review and audit. Such purchases must be documented according to all applicable laws and regulations.

First Reading: July 25, 2016  
Second Reading: August 29, 2016  
Adopted: August 29, 2016

**Legal References:** N.J.S.A. 18A:18A-5(a)6 Exceptions to requirements for advertising  
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties;  
rules and regulations  
N.J.A.C. 6A:23A-16.5 Supplies and equipment

**Possible**

**Cross References:** \*3320 Purchasing procedures

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