

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure:
Purchase of Food Supplies**

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| Subject: Purchase of Food Supplies | Effective Date: September 1, 2013 | Page 1 of 2 |
| | Approved: Dr. Raymond Gonzalez | |

- I. **Purpose:** To outline the procedures for the purchase of food supplies for instructional programs

- II. **Authority:** Business Administrator

- III. **Terms and Conditions:** This process applies to the purchase of food supplies, in excess of \$500 per month, without advertising for formal bids.

Board of Education Policy 6480 – Purchase of Food Supplies
NJ Statute 18A:18A-4 et seq; 18A:18A-5a(6); 18A:18A-6
NJ Administrative Code 6A:23A-16.5

- IV. **Reporting Procedures:** Business Office

- V. **Approval Process:** Principals, Directors, Business Administrator

- VI. **Consequences:** Failure to follow the SOP will result in the denial of purchases for the home economics classes

- VII. **Dissemination:** Business Administrator, Accounts Payable, High School Principals, Director of Secondary Education, Home Economics teachers

In accordance with State Code and regulations, any time the District purchases over \$500 per month in food supplies for the Home Economics program, we must solicit quotations for the items to be purchased.

In order to try to streamline this process so that we do not have a delay in getting our supplies when needed, the following process shall be established and followed:

- 1. At the beginning of each month during the school year, September through June, the High School Principals shall provide the Business Administrator with a list of supplies to

be purchased by the Home Economics department. The list shall include the item, amount, quantity, and any other specifications with regard to standards for quality for each item requested.

2. The Business Administrator shall solicit interested vendors to supply food supplies to the District.
3. Upon receipt of the monthly items for purchase, the Business Office shall solicit quotations from the interested vendors to secure comparative pricing for the items to be purchased for that month.
4. The quotations received shall be reviewed for the vendor with the most competitive pricing for the items required for that month.
5. The Business Office shall notify the School Principal the vendor selected to provide the supplies for that month so that the proper purchase requisition can be entered. A copy of the quotations received shall be attached to the approved purchase order.