

<b>Name of Policy:</b> <u>Purchasing guidelines</u> <b>Policy Number:</b> 3364-104-342 <b>Department:</b> Food & Nutrition <b>Approving Officer:</b> Director, Food & Nutrition <b>Responsible Agent:</b> Food & Nutrition Management Stores Clerk <b>Scope:</b> Food & Nutrition Services	  <b>Effective Date:</b> 6/1/2022 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

Food and Nutrition Services (FANS) will adhere to the organizations purchasing policies.

**(B) Purpose of Policy**

To maintain quality ingredients, obtain a good value/price relationship, and ensure that uniform purchasing methods and procedures are followed.

**(C) Procedure**

Food and Nutrition Services will:

1. Adhere to all pertinent purchasing policies and procedures of the organization.
2. Items purchased must meet all federal, state and local standards.

<b>Approved by:</b>  <u>/s/</u> <span style="float: right;"><u>5/3/22</u></span> Joshua Krupinski <span style="float: right;">Date</span> Director, Food & Nutrition  <hr/>  <i>Review/Revision Completed By:</i> Food & Nutrition	<b>Review/Revision Date:</b> 6/2005 6/2/2008 7/1/2011 7/1/2014 3/3/2017 4/23/2019 5/3/2022  <hr/> <b>Next Review Date:</b> 5/1/2025
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