

**POLICY**

2009

Support Services

**FOOD PURCHASING**

The Food Services Director is hereby designated as the person authorized to order food and supplies for all food services under his/her direction, pursuant to the purchasing policies and regulations of the District. The purchase of equipment and services from vendors shall be the responsibility of the Purchasing Agent.

In order to properly discharge authorized purchasing functions, the Food Services Director will prepare any necessary bids and specifications and make recommendation of same to the Purchasing Agent. The Purchasing Agent engages in cooperative bidding if advisable, and opens and analyzes bids in accordance with the bid specifications. The Director of Food Services will recommend bid awards that are determined to be in the district's best interests. These recommendations will generally be acted upon by the Board of Education.

The Food Services Director will consider government commodities, quantity purchasing, and separate purchase of eggs and species of fresh fruit and vegetables directly from producers or growers, if such considerations are advantageous to the district and authorized by law.

Ref: Education Law §1709  
General Municipal Law §103  
8 NYCRR Part 114

Adoption date: July 2003  
Revised/Adopted: 3/25/09