

CAFETERIA PURCHASES

Date of Adoption: November 21, 1974

It shall be the policy of this Board that:

1. Prior to the opening of school each year, the Secretary shall obtain bids for the entire school year for milk, and whenever possible on bread, rolls, bread products and ice cream.
2. Staples such as dry goods, canned goods, paper goods, etc., which are considered non-perishable, shall be purchased by quotation, said quotation originating with the cafeteria manager. These purchases shall be made to cover a period of at least three months whenever possible.
3. Perishables, such as meat, fruit and vegetables, shall be purchased directly without quotation.
4. The person designated as cafeteria manager shall be responsible for preparing the necessary details relative to all purchases except that, where formal bids are required, the secretary shall issue the advertisements, accept the bids and refer the tabulation to the Board for approval.
5. All bills are to be submitted on the invoice form of the Board of Education and payment made by the cafeteria manager.

Scotch Plains-Fanwood Public Schools