



## POLICY 6.17

- 5-E I recommend that the Board approve repeal-development of the proposed revised Policy 6.17, entitled "Purchasing for School Food Service"

[Contact: Mike Burke, PX 48584 and Allison Monbleau, PX 52021.]

### Repeal-Development      **CONSENT ITEM**

- The language found in this policy is being incorporated in the revision of Policy 6.185, entitled "School Food Service Management" and Policy 6.176 "Free and Reduced Price Meals."

**POLICY 6.17**

**PURCHASING FOR SCHOOL FOOD SERVICE**

**1. Purpose**

The purpose of this policy is to provide basic guidelines for School Food Service purchases of food, non-food items, supplies and equipment consistent with Rule 5P-1.003, Florida Administrative Code; 7 CFR Parts 210, 215, 220, 225, 226, and 235; 7 CFR Parts 3016 and 3019; and Board policy 6.14.

**2. Scope**

This policy applies to the purchasing of food, non-food items, supplies and equipment for the School Food Service Department.

**3. Policy Statement**

In accordance with federal and state laws and regulations and Board policy, the School Food Service Department will purchase the necessary food products, non-food products, supplies, and equipment needed to provide meal service under the National School Lunch Program, School Breakfast Program, Afterschool Snack Program and the Summer Food Service Program.

All food service funds must be expended using a procurement process that meets the requirements of federal, state, or Board provisions.

**4. Procedures**

School Food Service purchases shall be classified into two general categories:

**A. Food and Non-Food Items**—1. Supply items:

a. Supply items are both food and nonfood items and shall be further classified as to bid requirements. Recurring common use items. The items shall be essential and used daily and the annual consumption can be predicted with reasonable accuracy and bid where the purchases can normally be obtained for the following recurring common use items: milk, bread and paper goods.

1. Staple groceries, canned goods, frozen processed foods, fresh meats, and eggs Food and non-food items shall be purchased through the District's approved competitive bid/quote process. on a bid basis but may be exempt from bid requirements and may be

32 during periods of fluctuating market conditions under terms to be in  
33 the best interest of the school system.

34 2. Above Food and non-food items shall be purchased by individual  
35 schools from awarded vendors suppliers as determined by the  
36 Director of the School Food Service Department. Individual schools  
37 are School Food Service is exempt from the requisitioning process,  
38 encumbering, and the use of purchase orders for purchase of  
39 above items in order to effect an orderly and efficient operation.  
40 Items exempt from bid requirements to be purchased by the School  
41 Food Service Department for distribution by warehouse stores  
42 personnel shall be coordinated with and approved by the director of  
43 Purchasing and Stores prior to commitment and contract.

44 3. Seasonal fresh fruits and fresh vegetables shall be purchased by  
45 School Food Service Department under terms and conditions  
46 determined to be in the best interest of the school system.

47 3. All food purchases shall conform to the Federal Food, Drug and  
48 Cosmetic Act, the Federal Meat Inspection Act, and the  
49 Florida Meat and Poultry Inspection Act law of Florida, and any other  
50 federal or state safeguards relating to the wholesomeness of  
51 specific items being purchased.

52 *B. Supplies and Equipment items.*

53 a. Nonexpendable items are capital items with an acquisition cost of \$1,000  
54 or more that which have shall be purchased through the procurement  
55 process as provided in Board Policy 6.14 requisition process from school  
56 food service funds and shall be bid according to board procedures.  
57 Capital equipment shall be tagged and inventoried in accordance with law.

58 b. Expendable items are non-capital items with an acquisition cost of less  
59 than \$1,000, which shall be purchased through the procurement process  
60 as provided in Board Policy 6.14 requisitioning process from school food  
61 service funds and shall be bid according to Board procedures.  
62 Expendable or non-capital items do not have to be tagged.

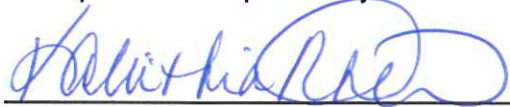
63 **STATUTORY AUTHORITY:** Fla. Stat. §§ 1001.41(1), (2); 1001.42(26); 570.981 F.S.  
64 § 1001.42(16), Ch. 595, F.S.

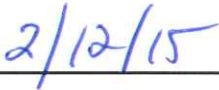
65 **LAWS IMPLEMENTED:** Fla. Stat. §§ 570.981; 7CFR Parts 210, 215, 220, 225-  
66 227, 235, 240, 245, 250 and 252 Fla. Stat. Ch. 595; 42 USC Chapter 13 and 13A of  
67 seq. (Richard B. Russell National School Lunch Act and Child Nutrition Act of 1966;  
68 Healthy, Hunger-Free Kids Act of 2010 (Public Law 11-296); 7 #CFR Parts 210, 220,  
69 225-227, 235, 240, 245, 247, 250 and 252  
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71 ~~FL. DEPARTMENT OF AGRICULTURE~~  
72 ~~AND CONSUMER SERVICES RULES: 5P 1.003; 6A 1.012, F. A.C. 5P 1.001; 5P-~~  
73 ~~1.002; 5P 1.003, F. A.C.~~  
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75 ~~HISTORY: — New: 2/18/72; Revised: 6/25/75; 2/4/76; 4/6/83; \_\_\_/\_\_\_/2015.~~  
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77 ~~**Cross References:** Board Policy 6.185 (School Food Service Management~~  
78 ~~Policy)~~  
79 ~~Board Policy 6.176 (Free and Reduced Priced Meals)~~  
80 ~~Board Policy 6.14 (Purchasing Department)~~  
81 ~~Board Policy 6.17 Purchasing for School Food Service~~

Legal Signoff:

The Legal Department has reviewed proposed Policy 6.17 and finds it legally sufficient for repeal-development by the Board.

  
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Attorney

  
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Date