

**Policy**

PURCHASING

The board of education authorizes and directs the superintendent or designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

The business administrator or his or her designee is authorized to purchase not more than \$500 worth of food supplies in any month for the cafeterias or food preparation classes without soliciting quotations. Such purchases must be documented according to law.

Adopted: October 21, 2009  
NJSBA Review/Update: June 2014  
Readopted: July 15, 2015

Key Words

Food Purchases, Purchasing Procedures

**Legal References:** N.J.S.A. 18A:18A-5(a)6 Exceptions to requirements for advertising  
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
N.J.A.C. 6A:23A-16.5 Supplies and equipment

**Possible**

**Cross References:** \*3320 Purchasing procedures  
3571 Financial reports

\*Indicates policy is included in the Critical Policy Reference Manual.