

Policy

PURCHASING

The Shore Regional High School 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/board secretary or his or her designee is authorized to purchase not more than \$250 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.

Cafeteria Account

An account in the name of the Shore Regional High School Cafeteria Account shall be maintained in a designated school bank for the deposit in said bank to the credit of this account from time to time of any and all monies collected or received by the operation of the school lunch program and cafeteria. Payment from the funds on deposit shall be by check signed by the custodian of funds, and the business administrator/board secretary or the superintendent.

Adopted: No date
NJSBA Review/Update: March 2012
Readopted: July 26, 2012

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.