



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Purchasing

Policy: Food is purchased only from approved vendors to assure the safety of food served to children.

Procedure: Employees purchasing food must:

1. Purchase food only from suppliers who get their products from licensed reputable purveyors and manufacturers, who adhere to good manufacturing practices.
2. Visit approved vendors to ensure that they maintain clean warehouses.
3. Observe the delivery vehicles to ensure that they are clean and temperature-controlled.
4. Use written specifications to ensure that the vendor knows what is ordered.

The unit supervisor will:

1. Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be stored immediately.
2. Review orders and delivery information to ensure orders and contracts are being met.
3. Follow-up as necessary.
4. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.

Policy last revised on: _____