
PROCUREMENT AND PURCHASING FOR NUTRITION SERVICES (NSD-W018)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The process of ensuring that food procured for the SCUSD Nutrition Services:
 - 1.1.1 Is purchased in compliance with USDA and California Department of Education guidelines for the menu patterns selected for our programs,
 - 1.1.2 Is purchased in support of the menu developed by the SCUSD Nutrition Services Nutrition Supervisor,
 - 1.1.3 Utilizes commodities and processed commodity products,
 - 1.1.4 Meets product specifications,
 - 1.1.5 Is purchased from approved vendors, and
 - 1.1.6 Falls within budgetary constraints.

The online version of this procedure is official.
Therefore, all printed versions of this
document are unofficial copies.

Approved Signature on File

2.0 RESPONSIBILITY:

- 2.1 SCUSD Nutrition Services Nutrition Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Nutrition Services

4.0 DEFINITIONS:

- 4.1 Commodities – Good quality, low cost surplus foods, purchased under USDA subsidy.
- 4.2 Nutrient Standard - A meal pattern based on the nutritional analysis of the menu over time; follows the “Dietary Guidelines for Americans” recommendations; and evaluates key nutrients against RDAs.
- 4.3 Food Based Menu - Follows a meal pattern based on the Basic Food Groups; specific numbers of components must be served to be considered a reimbursable meal. *Must meet the “Dietary Guidelines for Americans”.*

5.0 WORK INSTRUCTIONS:

- 5.1 Meet with vendors.
 - 5.1.1 Evaluate products.
 - 5.1.2 Test new products with students.
 - 5.1.3 Solicit student input.
- 5.2 Review next year’s offerings in January or February, prior to planning the menu for the next school year.
 - 5.2.1 Evaluate End Product Data Schedules for processed commodity items available.
 - 5.2.2 Select commodities and commodity products for the following year.
- 5.3 Plan menu using the following criteria:
 - 5.3.1 Nutrient content.

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- 5.3.2 Cost.
- 5.3.3 Students.
- 5.3.4 Product mix.
- 5.3.5 Staffing and facilities.
- 5.3.6 RPF Process for Primary vendor.
- 5.3.7 Quotes for produce, milk and bread.
- 5.4 Prepare Blanket orders for anticipated purchases.
- 5.5 Process orders in the computer for SCUSD Nutrition Services major purveyors:
 - 5.5.1 Change meal counts to reflect current programming at each site on a monthly basis.
 - 5.5.1.1 Correct profiles as needed.
 - 5.6.1.1.1 Profiles: by item, by site; based on popularity.
 - 5.5.2 Make manual adjustments based on:
 - 5.5.2.1 Menu acceptability factors.
 - 5.5.2.2 Case quantity.
 - 5.5.2.3 Pack size / profiles.
 - 5.5.2.4 Site requests.
 - 5.5.2.5 Evaluation of fresh fruit available.
 - 5.5.2.6 Meal count change.
 - 5.5.2.7 Any one time adjustments.
 - 5.5.3 Send order to purveyor and sites.
- 5.6 Evaluate invoices against budget.
 - 5.6.1 Make necessary adjustments to maintain budgetary compliance.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Commodity Notebook, Regulatory and Guidance Information
- 6.2 Food Buying Guide
- 6.3 Product Specifications
- 6.4 Meal Tracker® Computer Program
- 6.5 Purchase Orders (computer)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchasing files, calendars, analysis, meal counts, orders, invoices for school year.	In Nutrition Services Office	School year	Discard as desired	Limited to Nutrition Services Personnel

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial release

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