**Procurement Review Information**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose – to find out how the district makes purchases for the school meals program

* These are federal taxpayer dollars so there must be free and open competition
* Make sure all purchases are allowable
* Purchase items at the lowest price unless documentation on file

Who is responsible for purchasing?

Who pays the bills?

What bookkeeping system do you use?

What is the process for paying bills? Are invoices for the program filed separately? Filed by month?

From which vendors do you make purchases for your school meals program?

Do you compare prices? If yes, how often? weekly / monthly / quarterly / annually

Are you keeping documentation of these price comparisons?

**Three types of purchases:**

Micro Purchases - informal and non-competitive

* Single purchases – under $10,000 per purchase
* Price is reasonable - do not need competitive quotes if price is reasonable
* Purchases are equitably distributed – spread the wealth
* Example – purchasing produce from local vendors, one-time purchases, emergency repairs

Small Purchases – informal but competitive

* Single purchases - <$250,000 unless school has smaller threshold
* Prices must be obtained from multiple vendors
* Document your procedure for contacting vendors
* Can use price lists, catalogs, flyers, emails
* Document best prices – received by email, phone, visiting with salesman
* Examples – bread, milk, groceries, pest control, uniforms, equipment

Formal Purchases – formal and competitive

* Single purchases – > than $250,000
* Go out for bid – RFP or IFB (cost only)

Unallowable Costs

* Provide food for teacher meetings, parent teacher conferences, board meetings, etc.
* Pest control – asked to pay entire bill
* Personal gifts – birthdays, retirements, illness

**NDE Use Only:**

Company invoices selected for review:

**Notes:**