
PURCHASED FOOD ORDERING PROCESS (FSD-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process Food Services Site Managers follow when purchasing food from approved vendors.

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

2.0 RESPONSIBILITY:

- 2.1 Director of Food Services, Secretary to the Director, Site Managers

3.0 APPROVAL AUTHORITY:

- 2.1 Director of Food Services

4.0 DEFINITIONS:

- 2.1 None required

5.0 PROCEDURE:

- 5.1 The site managers determine weekly product needs from the following sources based on menu requirements: produce, bread, grocery, canned goods, dairy, dry goods, disposables/paper supplies, linen/laundry, cleaning/chemical supplies, beverages and small wares.
- 5.2 The site managers place order with appropriate vendor(s) from the Food Services Department's approved vendor list.
 - 5.2.1 Orders are place by a various means depending on the agreement with the vendor. The options are as follows:
 - 5.2.1.1 Use of vendor provided computerized order system
 - 5.2.1.2 Phone calls to or from vendor
 - 5.2.1.3 Direct placement with the sales or delivery representative of the vendor
 - 5.2.2 Orders are placed on a scheduled basis, which is agreed upon by the Food Services Department and the vendor. Example: Milk may be delivered twice a week, Monday and Thursday, whereas bread could be delivered once a week on Tuesday.
 - 5.2.3 Vendors with whom we spend more that \$15,000 annually are selected through an annual bid process as regulated by state law.
 - 5.2.3.1 Some vendors are chosen for us through our association with a purchasing

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cooperative.

5.3 The vendor receives, fills and ships the order to the site.

5.4 The site receives the shipment, checks what was received against what was ordered and other criteria as listed below:

5.4.1 Amount (number of cases, pounds, pieces, units)

5.4.2 Quality (dented cans, damaged units, freshness, sanitation)

5.4.3 If problems are found appropriate action is taken (return for credit, replace/reorder, adjust invoice to reflect what was received)

5.5 After the order has been accepted, the invoice is signed.

5.6 Received items are transferred to the appropriate storage areas.

5.7 The site manager forwards the associated paperwork (invoices, packing slips, and credit memos) to the Food Services office.

6.0 ASSOCIATED DOCUMENTS:

6.1 Copies of invoices, packing slips, and credit memos

6.2 Food Services Approved Vendor List

6.3 Food Services Vendor Deficiency Log

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Food Services Approved Vendor List	Director's computer	3 years	Discard as desired	Backup to server
Food Services Vendor Deficiency Log	Director's computer	3 years	Discard as desired	Backup to server
Copies of invoices, packing slips, and credit memos	Boxes in vault	3 years	Discard as desired	Vault

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
27-Jan-04	A	Original Release
23-Nov-04	B	Renumbered 5.3.1-5.7; corrected typographical error in original 5.3.1.3
06-Nov-07	C	Deleted section 5.4.4

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