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

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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 p

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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

**\*\*\* End of procedure \*\*\***