



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2430  
PAGE: 1 OF 3  
EFFECTIVE: 1-29-62  
REVISED: 11-14-96

CATEGORY: **Fiscal Management, Purchasing**

SUBJECT: **Charge Purchase of Food for Instructional and Other Authorized Use**

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures for credit purchases of food items at local grocery stores for instructional and other authorized use.
2. Schools making purchases through the Revolving Cash Fund should follow Procedure No. 2310.
3. **Related Procedures:**  
Payment of expenses for special activities ..... No. 25 18

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: D-6000.
2. **Affirmative Action Policy.** The district is barred from doing business with vendors who are *not* in compliance with the district's affirmative action policy. A periodic listing of noncomplying vendors, issued by the Contract Compliance Off-ice, Purchasing Services Unit, Material Services Department, Business Services Division, shall be consulted *prior* to any purchase.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounts Payable Unit, Fiscal Control Department, Finance Division.
2. **Permissible Purchases**
  - a. Reasonable quantities of food items required for demonstrations, student laboratory practice, EMR classes, and other food purchases, subject to the limitations of Procedure No. 2518.
  - b. **Nonfood** items (e.g., spot and stain removers, laundry supplies, freezing or canning supplies, shampoo for hair-care demonstration) for use in consumer and family studies classes, provided funds are allotted for such purposes.
3. **Prohibited Purchases**
  - a. Purchase of food and **nonfood** items specifically prohibited under Procedure No. 2518.
  - b. Medications (e.g., aspirin).

D. **IMPLEMENTATION** (Credit purchases only)

1. **Planning for Purchase of Supplies.** Site administrator or person officially responsible for program, project, or class:
  - a. Ensures that planned expenditures are included in allotted funds.
  - b. Contacts vendor(s) to discuss:
    - (1) Necessary forms to be used. \*
    - (2) Arrangements for delivery or pickup of supplies.
    - (3) Method of payment (district credit).
  - c. Approves in advance, if appropriate, requests for purchases of groceries or related supplies on "Grocery Requisition/Invoice" (E. 1.).
  - d. Ensures that expenditures, if required, are approved by appropriate assistant superintendent or division head and "Request for Approval of Expenses" (E.3.) is submitted with "Grocery Requisition/Invoice."
2. **Obtaining Groceries from Vendor(s).** District employee, after selection of items to be purchased:
  - a. Prepares and signs "Grocery Requisition/Invoice" (E. 1.) in triplicate, including:
    - (1) Vendor name and address
    - (2) Name of school
    - (3) Date of delivery
    - (4) Quantity and name of item
    - (5) Actual cost of item
    - (6) Total cost of order
    - (7) Budget number to be charged.
  - b. Ensures that "Grocery Requisition/Invoice" is complete, accurate, and *legibly* prepared.
  - c. Submits "Grocery Requisition/Invoice" for approval by immediate supervisor or other designated official.

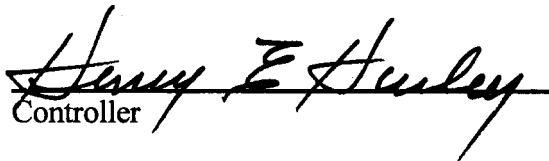
- d. Ensures that vendor is authorized in accordance with district's affirmative action policy (see B.3.).
- e. Furnishes vendor with instruction sheet pertaining to invoice processing and payment procedures.
- f. Verifies that cash register tape amount is accurate; ensures that tape is securely attached to invoice.
- g. Distributes one (1) copy of invoice to grocer and retains one (1) copy.
- h. Forwards original invoice and original itemized cash register tape to Accounts Payable Unit to ensure prompt payment of invoice.

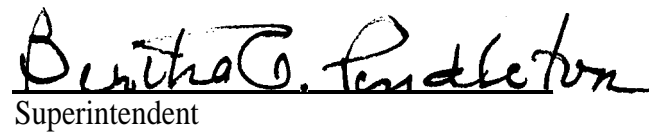
**E. FORMS AND AUXILIARY REFERENCES**

- 1. Grocery Requisition/Invoice, Stock No. 22-I-5201.
- 2. Instruction Sheet for Credit Purchases, available from Accounts Payable Unit upon request.
- 3. Request for Approval of Expenses.

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

  
Controller

  
Superintendent