

FOOD PURCHASING AND CHECK-IN POLICY

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| Policy Number: NU0406 | Effective Date: 10/19/04 | Policy Council Approval Date:10/19/04 |
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PREFORMANCE OBJECTIVE: 45 CFR Part 74, Subpart C, Section 74.21 (b)
Recipients financial management systems shall provide for the following: (3) Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.

OPERATIONAL PROCEDURE:

1. Cooks must get prior approval from the Coordinator of Nutrition Services to shop anywhere other than Marrone's, Hiland or Butternut.
2. Any shopping must be done during normal center work hours. No personal shopping is allowed.
3. While at the store the cook will sign the ticket and write the center's name on the ticket.
4. After food is purchased, it will be immediately brought back to the center for check-in
5. The Area Supervisor will designate at least one individual at each site to check-in food purchases and deliveries.
6. During check-in, the cook will unpack and announce each item to the designated checker.
7. The checker will check-in each item by placing a checkmark next to the item on the ticket.
8. After check-in, the verifier will sign the ticket and note any discrepancies or irregularities.
9. If a discrepancy is discovered during the check-in process, the Nutrition Coordinator will be immediately notified.
10. Other vendor deliveries (milk, food, supplies, etc) to the center must also be Checked in by a cook or another staff person.