Steps in Procurement

Pre-Purchase Functions

1. Plan Menu

2. Determine Quality and Quantity to Produce Menus

3. Determine Inventory or Stock Levels

4. Determine Ordering Amounts (subtract stock level from amount required to produce menus)

5. Write Specification and Develop Marked Orders for Purchases

Informal Method

Micro-Purchases (≤ $10,000)

- Occasional or Emergency Purchases

- Local Purchase

- No Price Quotes Required

- Gather Price Quotation from 3 Vendors

Small Purchases ($10,000 - $20,910)

- Award Vendor Food Items and Place Order/Purchase Order

- Receive and Inspect Deliveries Store in Proper Area and Record Transaction on Inventory

Formal Method

($20,910 and above)

- Create Formal Food Bid Document

- Establish Bid Schedule

- Issue Invitation to Bid (IFB) or Request for Proposal (RFP)

- Tabulate and Evaluate Bids

- Award Contract and Issue (PO)

- Receive and Inspect Deliveries Store in Proper Area and Record Transaction on Inventory