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| **Products and/or Services** | **Sources of Purchases** | **Frequency/****Duration** | **Purchasing Procedure****(Micro-Purchase, small purchase, formal)** | **Contract Management** |
|  | **Who Receives and Confirms Products as Ordered; Notes Exceptions** | **Who Confirms Products & Prices, Adjusts for Exceptions, Enters into Payment System**  |
| *Examples* | *Vended meals (Lunch)* | *ABC Catering* | *Annual* | *Small Purchase* | *Cook, Director* | *Director* |
| *Purchased Food, Bulk food items, supplies* | *ABC Wholesale Foods* | *Bi-weekly* | *Small Purchase* | *Director, Cook* | *Director* |
| *Purchased Food, Fresh Produce, Infant foods* | *Wal-Mart, Aldi, Country Mart* | *Weekly* | *Mircro-purchase* | *Cook, assistant Cook* | *Business Manager* |
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Sponsor Number and Name:

Additional Information: