

**G-4  
PROCUREMENT**

Grants Coordination and School Support  
School Nutrition Training and Programs



**Coordinated Review Effort (CRE)  
General Areas of Review**

**SCHOOL FOOD AUTHORITY (SFA) REVIEW**

The Procurement form must be completed and signed prior to the Coordinated Review Effort (CRE). Do not mail the form to the Michigan Department of Education (MDE). The School Nutrition Training and Programs Analyst will collect the form during the CRE. If you have any questions regarding the attached form, please contact a School Nutrition Training and Programs Analyst at 517-373-3347.

**Coordinated Review Effort (CRE)  
General Areas of Review  
SCHOOL FOOD AUTHORITY (SFA) REVIEW**



| AGREEMENT #:       |   | SFA: |    |     | DATE:   |
|--------------------|---|------|----|-----|---|
| REVIEW AREAS       |   | YES  | NO | N/A | COMMENTS  |
| <b>PROCUREMENT</b> |   |      |    |     |   |
|                    | What method of procurement is used to purchase the SFA food and non-food items?   |      |    |     |   |
| 514a               | <b>SMALL PURCHASE METHOD</b><br>Total food cost for the year or total food cost by category does not exceed the small purchase threshold, a small purchase procedure/RFQ (Request for Quotation) would be used to procure food and nonfood items.   |      |    |     |   |
| 514b               | If "YES," what is SFAs small purchase threshold? _____ →  |      |    |     | \$  |
| 514c               | If "YES," is there documentation of three requests for quotation for all items purchased using the small purchase method?   |      |    |     | Please provide a copy of the local purchasing policy, signed by the school board, stating the small purchase threshold. |
| 515                | <b>LARGE PURCHASE METHOD</b><br>Total food cost for the year or total food cost by category exceeds the small purchase threshold, a sealed bid method/ITB (Invitation to Bid) or a competitive proposal method/RFP (Request for Proposal) would be used to procure food and non food items. |      |    |     |   |
| 516                | <b>COMBINATION OF BOTH SMALL AND LARGE PURCHASE METHODS (Please describe below)</b>   |      |    |     |   |
|                    |   |      |    |     |   |
|                    |   |      |    |     |   |
|                    |   |      |    |     |   |
|                    |   |      |    |     |   |
|                    |   |      |    |     |   |
|                    |   |      |    |     |   |

**Please have all procurement documentation available for review.**

|   |               |                 |
|---|---------------|-----------------|
| _____<br>Signature of Superintendent/Business Manager | _____<br>Date |                 |
| _____<br>Telephone                                    | _____<br>Fax  | _____<br>E-mail |