



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

July 23, 2009

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents, Public School Academy Administrators, Nonpublic School Administrators, and Residential Child Care Institution Administrators

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: Administrative Policy Memoranda on Procurement

As a result of recent United States Department of Agriculture (USDA) memoranda and recent legislation passed in Michigan, procurement procedures for Child Nutrition Programs (CNP) have been modified. The Michigan Department of Education (MDE) has approved two new administrative policy memoranda on procurement.

Administrative Policy Number 6 discusses applying geographic preference in procurements for the Child Nutrition Programs and can be found at [http://www.michigan.gov/documents/mde/admpol6\\_08-09\\_286061\\_7.doc](http://www.michigan.gov/documents/mde/admpol6_08-09_286061_7.doc)

Administrative Policy Number 7 describes the required threshold for the purchases of food, services, and/or supplies and also provides guidelines and procurement methods applicable to all participants in the Child Nutrition Programs. This policy can be found at [http://www.michigan.gov/documents/mde/admpol7-08-09\\_286062\\_7.doc](http://www.michigan.gov/documents/mde/admpol7-08-09_286062_7.doc)

Questions regarding the content of these policy memoranda may be directed to the Grants Coordination and School Support, Fiscal Management and Food Distribution office at 517-373-8642.

cc: William Mayes, MASA  
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