

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Food and
Nutrition

Issue No: 3

Date: 12/20/10

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Reference: EC 38084; CalCode 114079

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.60 FOOD AND NUTRITION

6.62 OTHER SALES

SECTION 6.62.2 Special Food Sales

The preparation and sales of foodstuffs and supplies not otherwise covered by these procedures shall, upon approval of the Director of Food and Nutrition, be conducted as follows:

Catering Service: The Food and Nutrition Department shall provide this service to school-connected organizations. The menus for these functions shall be mutually agreed upon by the Director of Food and Nutrition and the representative of the requesting organization. Prices charged for this service shall be established by using the following formula:

Food and supplies cost, plus labor, sales tax, reasonable surcharge; in addition, a minimum of 95 percent of attendance shall be required based on requested preparation, thereby establishing a 5 percent absenteeism factor, to assure no monetary loss shall be borne by the cafeteria due to inadequate attendance. (EC 38084)

Other Sales: Sales of items not specially covered by these procedures shall be requested in writing and submitted to the Director of Food and Nutrition, or designee, and shall be considered on an individual basis.

Bulk Sales: Upon approval of the Director of Food and Nutrition, bulk sales of food and supplies may be conducted. These sales shall be based on cost plus a reasonable surcharge. Sales shall be restricted to school-related organizations.

Limitations: Food items cannot be returned to the Food and Nutrition Department for credit after they have been served/sold and are in the possession of a group. (CalCode 114079)

Payment Procedures: Minimum order of \$25.00 is required for billing purposes. Orders of less than \$25.00 will require cash payment on delivery. Funds collected for these sales shall be remitted directly to the Food and Nutrition Department and accounted for as receipts from other sales. Budget funds may also be used for payment by sending a copy of the invoice with funding code to the Finance Department.