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|  | **VENDOR PAID LIST**   * Pull the report from your accounting software * Include all purchases from the School Food Service Account (i.e. 510 account) * Include all purchases from July 1, 2018 – June 30, 2019 |
|  | **PROCUREMENT TOOL – SFA PAGE**   * Complete *ALL* information * List each purchase only once * When entering purchases, consider both the amount and the process |
|  | **CNP WRITTEN**  **PROCUREMENT PROCEDURES**   * Complete *ALL* information * List only one threshold amount * Include all purchase methods * Use job titles, not names of individuals |
|  | **CNP WRITTEN**  **CODE OF CONDUCT**   * Complete *ALL* information * List disciplinary actions * Use job titles, not names of individuals |