Procedure 1-56a

**CHILD & FAMILY DEVELOPMENT PROGRAMS**

**Community Action Team, Inc.**

Procurement Procedure for CFCAP

Community Action Team operates sites located in small towns and communities with limited access to stores for food purchase. Most sites have one store that staff may purchase food from. The following procedure will be followed to comply with the procurement requirements.

The menu is developed, a shopping list is created, costs are compared by using the local ads and the cooks purchase order (1-56) is completed. Copies are maintained at each site and in the fiscal office.