**4.02 Purchasing Plan Activity**

Working with a partner, you will plan out the purchasing of a lunch meal for your school’s cafeteria. Read over the information found in the National School Lunch Program fact sheet to familiarize you with requirements for meeting the NSLP standards. You are allowed to spend up to $3.50 per student. This will include all the components of a nutritious meal with required portions of protein, fruit and vegetables.

1. Go to <http://supplychain-mechanic.com/?p=43> to review an example of the purchasing process, then determine the following:

* The approximate number of students, faculty and staff you are feeding.
* The allotted budget
* The unit costs of menu items including shipping and tax
* The suppliers and distributors
* The price comparison (per unit)
* The payment terms
* Scheduled delivery
* Nutritional guidelines
* Take into consideration non-allergenic food items

1. Complete POs for all items (one PO for each vendor) using a template in Word, or the [www.Purchaseordertemplate.org](http://www.Purchaseordertemplate.org)
2. Print the purchase order for your items.

***Extended Learning: Using the NSLP Fact Sheet,*** ([www.fns.usda.gov/sites/default/files/**NSLPFactSheet**.**pd**](http://www.fns.usda.gov/sites/default/files/NSLPFactSheet.pd)**)**how can you maximize your buying power and take advantage of reimbursements or other incentives or supports for participating in the National School Lunch Program?