

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured per the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in the selection, award, or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a. District employee, officer, or agent;
 - b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
 - c. His/her partner;
 - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited. Exceptions include the purchase of a la carte items by students and school employees from the school's food service management company (FSMC), and limited exemptions for school-sponsored fundraisers that adhere to the USDA's Smart Snacks in School standards and Minnesota state policies. This applies to all staff involved in procurement.
4. The removal of any food, supplies, equipment, or school property, such as records, recipe books, etc. by any district or food services personnel are prohibited.
5. The outside sale of such items as used oil, empty cans, or other products to outside agencies shall be conducted exclusively between the District and the outside agency. Individual sales by any district or food service personnel to an outside agency are prohibited.

Failure to abide by the above-stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.