



Food and Nutrition Information Center
National Agricultural Library/USDA
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Purchasing and Procurement Resource List

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This publication is a compilation of resources for professionals involved in school food service. The resources are in a variety of information formats: articles, books and full-text materials on the World Wide Web. Resources chosen provide information on many aspects of school food service.

The resources included for this list contain reliable information and are available nationwide. Your local library or bookstore can help you locate these materials. Other items can be obtained from the source listed. Opinions expressed in the publications do not necessarily reflect the views of the U.S. Department of Agriculture.

Resources that are part of the National Agricultural Library (NAL) collection have an NAL Call Number listed. Lending and copy service information can be found at <http://www.nal.usda.gov/fnic/general/lending.html>. URLs are included when the material is available online in full text. Materials cannot be purchased from the Library. Please contact the publisher/producer if you wish to purchase any materials on this list.

Listed alphabetically by title:

Alabama Procurement Process: 1992 Summer Training: Participant Manual

Alabama Dept. of Education, Child Nutrition Programs
Montgomery, AL: Alabama Child Nutrition Programs, 1992.
136 leaves.

NAL Call Number: TX911.3.P8A42 1992

Summary: Training program intended to provide information to child nutrition supervisors in Alabama relative to product identifications, pre-approval process, pre-bid conference, and the procurement document; to provide a procurement process model; and to facilitate the participants development of a procurement process based on the needs and resources of the local school district.

Chef's Book of Formulas, Yields, and Sizes

Arno Schmidt
New York: Van Nostrand Reinhold, 1996. 358 p.
NAL Call Number: TX820.S35 1996

Summary: Discusses the issues surrounding yields, such as serving size, the accepted amount of trim and waste, the quality and size of the food purchased, the time of year (with regard to fresh products), cooking methods, etc. Covers the form(s) in which the food is available (such as canned, fresh, dehydrated, frozen), and the packs and sizes most likely to be purchased by foodservice operators. Lists suggested serving sizes and the number of servings that are reasonably obtainable from the most common packs and sizes. Contains a series of entries listing the sizes and volumes of bottles, cans, scoops, steam-table pans, etc. Gives calorie counts for the suggested serving sizes when possible, and lists formulas for commonly prepared items that are composed of ingredients requiring measurement or scaling for best results.

Choice Plus: A Reference Guide for Foods

Washington, DC: U.S. Department of Agriculture, Food and Consumer Service, 1996.

Web site:

<http://www.nfsmi.org/Information/2003resourceguide.htm#choice>

NAL Call Number: aLB3479 U6C46 1996

Summary: A reference guide for foods and ingredients; prepared in cooperation with Nutrition and Technical Services Division, Food and Consumer Service, United States Department of Agriculture by the National Food Service Management Institute.

First Choice: A Purchasing Systems Manual for School Food Service

Marlene Gunn

University, MS: National Food Service Management Institute, 1995. 207 p.

Web site:

<http://www.nfsmi.org/Information/2003resourceguide.htm#first-choice>

NAL Call Number: TX911.3 P8G86 1995

Summary: Covers the following topics: steps in the purchasing function; the regulatory environment; the market place environment; the product movement process; getting ready to obtain prices; allocating time resources to product categories; determining bid units; developing product specifications; brand approval; the purchase system; monitoring cost; laboratory testing of products; receiving; and purchasing cooperatives. Contains ready-made forms which can be copied.

Foodservice Procurement: Purchasing for Profit

Marion C. Spears and Sharon Morcos

Upper Saddle River, NJ: Prentice Hall, 1998. 526 p.

Summary: An introduction to foodservice procurement textbook – covers purchasing, receiving, storage, and inventory control. Emphasizes the Hazard Analysis Critical Control Point system. Uses the Food Guide Pyramid as the conceptual framework for the food section. Discusses how

processing or manufacturing and marketing or distribution, exclusive of the cost of materials, packaging, and overhead, can add value to products and increase profits.

How Much to Buy: A Foodservice Purchasing Workbook

Robert A. Ulm

New York, NY: Macmillan Publishing Company, 1994. 166 p.

NAL Call Number: TX911.3.P8U46 1994

Summary: Shows how to purchase for the requirements of a business in the most common menu situations. Focuses on how to determine quantities needed and how to physically carry out the act of purchasing. Discusses menu types, methods of gathering history, and the refined status of food supplies needed. Also discusses various methods of forecasting, adjustments that need to be made to the forecast, and how to call in an order.

Management Workshop: Procurement

Oklahoma Child Nutrition Programs

Oklahoma City, OK: Oklahoma State Department of Education, 1993.

NAL Call Number: TX911.3.P8M363 1993 student packet

NAL Call Number: TX911.3.P8M362 1993 teacher packet

Summary: The objectives of the program are for participants to become aware of the procurement regulations regarding school food service purchasing methods and procedures; to develop skills in writing specifications for canned fruits and vegetables, frozen and processed foods, meats, and fresh produce; participants will evaluate products on the basis of drained weight, quality, and appearance in relation to cost; participants will become aware of the resources available to aid in the development of specifications for all goods, equipment, and services; and participants will document price comparisons and contact with vendors through the use of standardized items.

Procurement Manual

Oklahoma Child Nutrition Programs

Oklahoma City, OK: Oklahoma State Dept. of Education, 1993. 64 p.

NAL Call Number: TX911.3.P8P76 1993

Summary: Intended to assist local school districts in implementing federal procurement standards required by the Child Nutrition Program regulations. Discusses the Office of Management and Budget, price documentation, gives procurement guidance, provides a procurement plan, and discusses procurement procedures and practice for school food service programs in Oklahoma.

Purchasing for Foodservice, 2nd edition

Lynne Nannen Robertson

Ames, IA: Iowa State University Press, 1994, 151 p.

NAL Call Number: TX911.3 P8R67 1994

Purchasing for Food Service Managers, 4th Ed.

M.C. Warfel, Marion L. Cremer, Richard J. Hug

Berkeley, CA: McCutchan Publishing, 2001.

NAL Call Number: HD 9000.5.W338 (1990 edition)

Summary: This revised edition offers complete coverage of the standards, principles, and procedures of quantity food purchasing, as well as complete coverage of the various commodities prospective food buyers must know about, including alcoholic beverages.

Purchasing and Inventory: 25 Keys to Profitable Success

David V. Pavesic

New York, NY: Lebhar-Friedman Books, 1999. 96 p.

Summary: Covers both the organization and systems of the purchasing and inventory process. Explains the operator and supplier relationship and how important it is to file success of the restaurant.

Purchasing: Selection and Procurement for the Hospitality Industry, 4th edition

John M. Stefanelli,

New York, NY: John Wiley & Sons, 1997. 663 p.

NAL Call Number: TX911.3 P8S73 1997

Summary: A textbook combining generally accepted purchasing principles and procedures with some description of the products and services normally purchased by the typical hospitality enterprise. Geared toward hospitality educators and professional purchasing agents.

Quantity Food Purchasing, 5th edition

Lendal H. Kotschevar and Richard Donnelly.

Upper Saddle River, NJ: Prentice Hall, 1999. 665 p.

NAL Call Number: TX911.3 P8K68 1999

Summary: This volume offers a practical, non-theoretical, approach to the all aspects of purchasing for the food service industry. Contains a review of how the computer is used in purchasing. Includes cases studies. For those responsible for managing quantity food purchasing in the food service industry.

Specs: The Comprehensive Foodservice Purchasing and Specification Manual, 2nd edition

Lewis Reed

New York, NY: Van Nostrand Reinhold, 1993. 712 p.

NAL Call Number: TX911.3.P8R44 1993

Summary: Deals with all areas of the hospitality industry. Contains information on purchasing policies, foods, quality controls, and storage and handling procedures. Contains a chapter on developing a purchasing

system, complete with sample forms for bids, ordering, receiving, and issuing. Lists over 2,750 food products with descriptions, detailed purchasing specifications, and quality, size, and packaging information.

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