## Procurement Methods Timeline\*

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| **Category** | **Request**  **Quotes/Pricing**  **Frequency** | **Methods** | **Review Quotes/pricing and requisitions** |
| Fresh Produce | Annually | Formal Bid | Weekly or Bi-weekly |
| Grocery | Annually | Formal Bid | Weekly or Bi-Weekly |
| Paper Goods/Chemicals | Annually | Formal Bid | Weekly or Bi-Weekly |
| Milk | Annually | Formal Bid | Daily |
| Bread | Annually | Formal Bid | Weekly |
| Equipment: Large | As Needed | Formal Bid or Three quotes depending on the amount | As Received |
| Equipment/Supplies: Small Wares | As Needed | Formal Bid or Three Quotes when necessary for amount | As Received |
| Equipment parts and Maintenance | As Needed | Three Quotes when necessary for the amount | As Received |

\*This timeline is a reference guide and is used according to the specific needs of your system.