

# Sample Purchasing Agreement



This agreement, made on [Date] between [School District] and [Farmer/Vendor] to be effective on [Date].

## **Purchase Request:**

[School District] requests the purchase of a variety of local foods for the [year] school year. Purchase requests may be available for the [year] and [year] school years, and must be agreed upon by both parties in the month of [month] prior to the upcoming school year.

## **Ordering Process**

- Farmer/vendor shall contact school food authority (SFA) via email at [email] or telephone at [phone] and provide available items, quantities and pricing list.
- SFA shall order desired available items and quantities and work with farmer/vendor to determine delivery/pick up.

## **Delivery Protocol:**

Produce must be:

- Stored at or below 41 degrees
- Clean of debris and/or plant material and insects/rodents
- Packaged in clean and adequate packaging

Please deliver to:

[School Name]

[Address]

Attention: [contact person name and information]

Please make all deliveries to listed officials on prearranged dates/times and include an invoice with total weight, quantity, price per pound or piece and a signature line for receipt of delivery.

[Insert any other details required by your school or school district]

## **Payments:**

Payments will be made by [School District], paid by check and mailed to:

[Vendor or farm name]

[Address]

[School District] is tax-exempt. A copy of the tax-exempt certificate is available upon request.

## **Signed:**

\_\_\_\_\_  
Name, Agent (vendor and farm representative)

\_\_\_\_\_  
School Contact and Title