



St. Anthony of Padua Catholic School

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St. Anthony of Padua Catholic School

CTD # 11202001

WRITTEN CODE OF CONDUCT

CHILD NUTRITION PROGRAMS

Regulations: 2 CFR Part 200.318(c)(1), formerly 7 CFR Part 3016.36(b)(3) and & CFR Part 3019.42, State Procurement Code and Regulations, and [St. Anthony of Padua Catholic School](#) Department of Purchasing.

Procedures: [St. Anthony of Padua Catholic School](#) seeks to conduct all procurement procedures: in compliance with stated regulations, and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

Disciplinary actions, as outlined in district policy will be applied for violations of such standards by officers, employees, or agents of the organization.

[St. Anthony of Padua Catholic School](#) procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to choose a method of procurement to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

Mission Statement: St. Anthony of Padua Catholic School Family is committed to fostering strong faith, academic excellence and selfless service.

Diocese of Tucson

Employees “shall abide by Catholic principles in the employee’s professional and private life and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures”.

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PROCUREMENT PROCEDURES

St. Anthony of Padua Catholic School will purchase goods, products, and/or services for use in the Child Nutrition Programs (CNP) in compliance with 2 CFR Part 200 and State Law using the procedures outlined as follows.

The primary purpose of this procurement plan is to ensure that open and free competition exists to the maximum extent possible. The procurement process practiced by the CNP Sponsor must not restrict or eliminate competition (2 CFR Part 200.139(a)(1-7)). For example, description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets the needs of the CNP.

New procurement procedures do not need to be developed every year. However, an annual review of procedures is suggested to assure its relevance to current procedures.

“ This Institution Is An Equal Employment Opportunity Provider. ”

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