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# Policy 3-151: Vending Services on Campus

## I. Purpose

To establish university policy for operation and maintenance of vending services on campus.

## II. References

[Policy 3-192](#), Restricted Purchases and Special Procurement

## III. Definitions

- A. Campus Vending Services – A department of University Food Services, an auxiliary organization required to operate on a self-supporting basis.
- B. Vending Services – Dispensing goods and/or services through vending machines.
- C. Vending Machine – Any device, operated by coins or otherwise, which dispenses goods and/or services. Such devices include, but are not limited to: food and beverage dispensers; mobile dispensing units; coin operated washers and dryers, and video and pinball machines.

## IV. Policy

### A. Responsibility for Vending Services

1. Campus Vending Services is responsible for all vending services to faculty, staff, students and visitors on campus and at other university controlled buildings, except as outlined below:
  - a. The director of the A. Ray Olpin University Union is responsible for video, pinball and other amusement machines, and dispensers of personal hygiene products located in the Olpin Union.
  - b. The director of Residential Living is responsible for coin operated washers and dryers, stamp machines, video, pinball and other amusement machines, and dispensers of personal hygiene products located in the Residence Halls.
  - c. The director of the University Student Apartments is responsible for coin operated washers and dryers and dispensers of personal hygiene products located in the University Student Apartments.
  - d. The director of Plant Operations is responsible for dispensers of personal hygiene products located in all buildings on campus, except those referred to in paragraphs a., b., and c. above.
2. Campus Vending Services shall provide or contract for equipment, personnel and expertise to operate and service all vending machines, except as listed in paragraph IV.A.1.



Policy: 3-151 Rev:  
Date: February 14, 1992

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3. Campus Vending Services may contract with offcampus vending operators for selected products and services. Such contracts shall be executed by the director of University Food Services and must be in conformity with this policy and guidelines set by Procurement & Supply Management.

#### B. Requests for Vending Services

1. Requests for vending services, except those referred to in paragraph IV.A.1.a., b., c., and d. shall be submitted to the manager of Campus Vending Services for his/her review and response.
2. Without prior written approval from the director of University Food Services and the cognizant dean/vice president, departments other than Campus Vending Services and those specifically exempted in this policy are not authorized to:
  - a. purchase, lease, or operate vending machines,
  - b. negotiate or contract with off-campus vending operators for vending services.
3. The director of University Food Services may, under unusual and special circumstances, delegate responsibility for a vending machine to a department. A written agreement must outline the specific responsibilities of each party.
  - a. Authorization for departments other than Campus Vending Services to contract for and/or operate vending machines will normally be granted only if the type of product is not offered or will not be offered by Campus Vending Services.
  - b. If a department is authorized to operate vending services on university property, cash, sales and inventory must be accounted for in accordance with all applicable university policies.

#### C. New Locations and Remodeling of Existing Locations

1. When new construction projects are being planned or when existing facilities are subject to major remodeling, and if vending service is appropriate, reasonable efforts shall be made to provide adequate space for vending machines in a manner which will not detract from the aesthetics of the project but will meet the vending requirements of the occupant. The director of Campus Planning in cooperation with the directors of Food Services, Safety Services, and Plant Operations shall evaluate the location, size, safety and ease of maintenance of the planned space.
2. Vending machines shall be installed in compliance with all applicable building, fire, safety, and other codes and regulations. Ordinarily vending machines may not be placed in corridors or hallways where their placement may restrict traffic flow.

#### D. Maintenance and Repair of Vending Machines

1. Campus Vending Services shall be responsible for all maintenance and repair of vending machines, except those referred to in paragraphs IV.A.1. and IV.B.3.
2. Campus Vending Services shall provide suitable products for sale in vending machines and, through frequent servicing, maintain all products in a fresh and current condition.
3. Requests for changes in vending services, such as product offering, replacement of machines, and relocation or removal of machines, shall be submitted to the manager of Campus Vending Services.

#### E. Refunds on Goods and Services

A notice shall be placed by each vending machine operated by Campus Vending Services identifying a person or office to contact in case of equipment problems or for refunds necessitated by malfunctioning equipment or unsatisfactory service.

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Approved: Academic Senate 11/4/91

Board of Trustees 11/15/91

Outdated as of 10/8/13  
See R3-100E