

FINANCE – VENDING CONTRACTS  
ADMINISTRATIVE PROCEDURES

Vending machine contracts shall be in writing and executed by the Board of Education or designee. The contract shall include the type, number, and location of all vending machines covered by the particular contract. The contract shall clearly state who is responsible for the maintenance of the machines, including stocking the machine with products. The contract shall also state the commission due the school for sales and the method and timing of payment.

All proceeds from commissions or sales from vending machines shall be deposited in the general fund accounts of the district. The proceeds will be accounted for by building. An amount equal to the proceeds from vending machine commissions or sales from each building will be added to the general fund allocation for that building over and above the normal allocation amounts.

Vending machines that are readily accessible by students or the general public are covered by this procedure. Vending machines that are in designated staff lounges that are placed there by employees for their exclusive use and benefit are not covered under this policy and shall not have any direct or implied connection with the district. Staff lounges do not include offices or areas that are used as part of the function of employees performing their duties.

The Director of Business Services is hereby considered the appointed designee for purposes of executing the contracts.