


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
4:023	IV:07:01
Date:	Dated:
August 1, 1986	August 18, 1982
Subject:	
Vending Machines	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Finance and Administration	
Approved:	
 President	

General

Because of sanitary and safety problems and the unsightly environment created by the existence of vending machines, the University administration's attitude is to provide a limited number of these machines based on a genuine need and an approved request for such services.

Any office headed by a Chairperson or administrator of equivalent or higher rank will have authority to request that vending machines (canned beverages, packaged foods, cigarettes, newspapers, etc.) be located in those physical facilities which come under their purview. Machines that dispense canned beverages, packaged foods, and other merchandise in which there is no likelihood of spillage will be permitted. Machines which mix syrup, make ice for beverages or in any other way create the possibility for spillage or other unsanitary conditions will be seriously discouraged.

Location

Vending machines shall be located in such a manner as to minimize the following: impeding traffic flow, not only along emergency exit routes but general flow as well; obscuring of architectural design; and interfering with other aesthetic considerations such as decor and views. Beyond these limitations, approval of the location of vending machines will be based on the utilitarian service that they are to provide. An individual requesting vending services should specify the product(s) to be vended and recommend a location for the machine(s) on the attached request form.

Approval

Triplicate copies of the request shall be prepared and forwarded to the Director of Auxiliaries. Upon his/her approval, all three copies will be forwarded to the Business Manager for final approval. Distribution from the Business Manager will be one copy to the Director of Auxiliaries, one copy to the Receivables Accountant, and one copy to the department head making the request. The Director of Auxiliaries will develop or amend the contract with the vendor and secure the machine.

VENDING MACHINE REQUEST

I. In the space below indicate the type machine(s) desired.

A.

B.

II. Specify the recommended location of the machine(s).

A. Building _____ Floor _____
In Room No. _____ (or) Near Room No. _____

B. Building _____ Floor _____
In Room No. _____ (or) Near Room No. _____

III. Where is the nearest, existing location of a similar machine(s)?

A. Building _____ Floor _____
In Room No. _____ (or) Near Room No. _____

B. Building _____ Floor _____
In Room No. _____ (or) Near Room No. _____

IV. In the space below justify the need for this service.
(Attach additional sheet(s), if necessary.)

A.

B.

Signed: _____ Date: _____
Name, Title, and Department

APPROVED: _____ Date: _____
Director of Auxiliaries

APPROVED: _____ Date: _____
Business Manager