

# PC03 Vending Machine Installation and Use

Effective 1 June 1985

Last Revised 1 July 2002

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## Who Should Read This Policy

Unit Administrators and department staff interested in establishing a vending machine site or are currently receiving vending machine revenue.

## Background & Purpose

The University of Oregon contracts, via competitive bid, with private beverage and snack vending companies to provide products, equipment, and support for vending services on campus. The vending machines located on campus are self-sustaining operations intended to furnish goods and services to university students, faculty and staff.

## Policy

Applications for the installation of a vending machine and/or a vending account should be addressed to the EMU Accounting Office. The distribution of vending machine proceeds depends on the location of and access to each machine.

1. Net income from machines that are readily accessible to large numbers of the general public, shall be used for institutional purposes. Net income from machines that are located in departments, offices, dormitories, or other living organizations, workshops, staff rest areas, and other places not readily accessible to large numbers of the general public shall be distributed by the EMU to the appropriate departmental vending account(s).
2. Vending proceeds shall not be used for the purchase of alcoholic beverages, payroll, employee loans, Personal Service Contracts, Motor Pool expenses, or contributions to a specific individual or organization. Vending funds shall not be used for the personal profit of any individual or group. Vending machine proceeds may be used for special projects, recruitment, scholarships, student loans, and employee relations.
3. Athletic Department vending machine proceeds are exempt from the BAO vending machine policy because the Athletic Department administers its own concession contracts.

## Authority

The Business Affairs Office has authority to administer this policy and has delegated responsibility for contract administration, accounting, and distribution of revenue to the Erb Memorial Union.

## References

Oregon University System Controller FASOM 01.28

UO Expenditure Guidelines Policy <HTTP://POLICIES.UOREGON.EDU/EXPENDITURES.HTM>

Internal Management Directive (IMD) 7.155 -Use of Facilities for Other than State Purposes

## Related Procedures

1. Vending Machine Installation & Set up.

Applications for the installation of a vending machine and/or a vending account should be addressed to the EMU Accounting Office. Upon agreement of the respective departments, Facilities Services, and the vending contractor machines may be installed and operated in a University building.

2. Vending Proceeds Distribution.

EMU will distribute any surplus monies after indirect costs for contract administration, accounting services, debit card services, and networking expenses have been deducted to the appropriate departmental accounts for appropriate departmental use.

## Q&A

**How do I establish a vending machine site or request a vending account?**

Submit your application to Erb Memorial Union Accounting Office. They will take into consideration aesthetics, traffic flow, and accessibility before authorizing the installation of a vending machine in a University building.

**How do I know if I have a vending fund already established?**

On BANNER FIS you can query FWIBUDG using your organization code and sort by fund. If you have a vending fund it will be listed as a separate fund beginning with 195XXX. If you need help contact the Business Affairs Accounting Office at 6-1115.

**How do I determine the amount of vending funds I have available?**

Vending funds are held in a unique fund.. To determine the cash balance of funds available you can query on BANNER FIS form FGITBAL. The current cash balance will be indicated. If you need help contact the Business Affairs Accounting Office at 6-1115.

## Contacts

Appropriate use of vending machine funds,  
Accounts Payable, 6-3143

Installation, set-up and proceed distribution,  
Erb Memorial Union Accounting Department Business Manager, 6-6069