

## **714 Vending Machines**

### **PURPOSE**

The Board recognizes that sums of monies are generated by student use of vending machines in public school buildings. The Board also recognizes that its responsibility where funds are generated by students includes: (1) establishment of reasonable rules and regulations to govern the process, (2) proper accounting for funds; and (3) distribution of funds back to students.

### **RULES AND REGULATIONS**

All vending machines that students have access to shall be governed by this policy. Machines located in the Building Faculty Room shall be exempt from this policy and shall be the sole responsibility of the faculty.

All student access machines will be serviced by a master contract with the Business Office. The contract shall be established after solicitation of quotes from available responsible vendors. The vendor(s) selected shall:

Provide vending machines and locate them and remove them according to directions of the Building Principal.

Provide maintenance of machines, fill machines, collect funds, submit a monthly sales report by machine and location, warehouse the product, pay all appropriate taxes, and send commission checks to the Line Mountain Business Administrator. The funds shall be deposited in a student activity account.

The selected vendor(s) shall provide the district with a certificate of product liability insurance.

Vendor(s) shall, at no cost to the District, move or remove machines from the areas of location to facilitate building maintenance or for other special events.

Vendor(s) shall furnish keys, unless electronic timed, for machines to stop usage during lunch serving periods.

The Business Office shall establish a student activity account for collection and dissemination of funds associated with these vending machines. All revenues and disbursements shall be directed through this fund. Separate accounts shall be

maintained for each building, and monies collected in a building shall be available for use in that building.

Funds collected in vending machines shall be

1. Used for the benefit of the students in the building where they were collected.
2. Expended in accordance with regulations determined by a committee composed of two appointed members of the faculty, the president and treasurer of the student council, and the principal.
  - a. Expenditures shall be in accordance with state and federal law and court decisions; monies may not be spent for items or services which may be purchased through the general fund.
  - b. Accounting and record keeping shall be in accordance with Board Policy #618, Special Purpose Funds and Administrative Procedures #618, Special Purpose Funds.