



**ASB
PROCEDURES
MANUAL**

VENDING MACHINES

**REVISED
10/18**

INTRODUCTION

The following procedures are for the operation of vendor managed ASB vending machines in the school district. These procedures are to ensure accounting controls over vending machines. Be sure to review District policy and regulation 6700 and 6700R regarding guidelines and categories for beverage and snack food vending selections that promote healthier choices.

PROCEDURES

A. Management of Vending Machines:

1. All district vending machines are vendor operated and managed for the benefit of the ASB. A contract is secured between the district office and the vendor for a specified length of service and terms of the contract. In addition to the terms of the contract the vendor is responsible for:
 - Ownership of the machine(s).
 - Proof of insurance.
 - Machines shall be installed to meet earthquake safety standards.
 - Stocking the machine(s) with USDA/district compliant products and limiting student access to USDA/noncompliant products.
 - Keeping the machine(s) clean and maintained.
 - A change or loss fund for the machine(s).
 - Withdrawing all cash from the machine(s).
 - Paying the district a commission for the sales through the machine(s).
 - Providing an accounting of how the commission was calculated.
2. All vendor vehicles must be easily identified as belonging to the vendor. All vendors accessing school district property must wear a vendor's uniform and/or vendor's identification badge or a visitor badge provided by the school or department office.



The vendor is responsible in the assignment of staff to the schools and shall prohibit any employee on school property that have pled guilty to or been convicted of any felony crime specified in RCW 28A.400.322.

B. Accounting Controls

1. If possible, it is recommended that item counters be used in the machine(s) as a means to count the number of items sold and a basis for the commission to be received.
2. The responsibility of district management over the vending machine(s) includes:
 - If available, review the vendor reports for each machine to validate the commission received.
 - If available, district staff, i.e., the ASB Bookkeeper or Office Manager should validate the ID number and the reading on the item counter(s) that are recorded by the vendor's service record or review vendor reports that tie the product sold to the commissions received.
 - The ASB Bookkeeper or Office Manager should sign the service record and retain a copy for the ASB school files.
3. The above procedures must be followed:
 - When the machine is installed.
 - At the end of each district reconciliation cycle.
 - When a machine is removed.
 - When the selling price for an item is changed.
 - Upon change of district staffing.

C. Vending Machine Receipts

Checks received from the vendor for commissions on vending machines shall be receipted and deposited immediately.