

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:023	Supersedes Policy Number: 4:023
Date: January 10, 2006	Dated: August 1, 1986
Subject: Vending Machines	Mandatory Review Date: January 10, 2011
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: President: signature on file	

General

Austin Peay State University hosts a limited number of on-campus vending machines. Due to problems with safety, sanitation and unattractiveness of vending-machine areas, approved sites are determined by valid needs.

A request to have an on-campus vending machine added or removed must meet the requirements set by the Manager of Auxiliary Support Services. Machines dispensing canned beverages, packaged foods and other merchandise with little likelihood of spillage will be permitted. Machines that mix syrup, make ice for beverages, or in any way create the potential for spillage or other unsanitary conditions will be prohibited.

Location

Vending-machine placement should not impede traffic flow, obscure architectural design or interfere with other aesthetic considerations, such as décor and view. Beyond these limitations, approval of vending-machine sites will be based on their use.

A person requesting vending service should specify in writing the product(s) to be sold and recommend a location for the machine(s) to the Manager of Auxiliary Support Services.

Any request for a vending machine to be removed, added, relocated or replaced should be submitted in writing to the Manager of Auxiliary Support Services, who will work with the appropriate person (building coordinator, safety inspector, electrician or vendor) to ensure the request can be met. The person making the request will be notified in writing whether the request has been approved or disapproved.

Specifications

Repairs, maintenance, refund issues or any concerns regarding on-campus vending machines should be reported to the Manager of Auxiliary Support Services.

On-campus vending machines are not the property of Austin Peay State University. Therefore, a two-week notice to move or relocate a vending machine is required.

The Manager of Auxiliary Support Services will work with the appropriate people to originate, renew or amend vending contracts.