

SUBJECT: VENDING MACHINES, VENDING PRODUCTS,  
OR SNACK BARS

EFFECTIVE  
DATE: 04-05-11 (replaces 10-29-09)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board that vending machines for use by consumers and staff will be accessible in areas where space is available. Consumer operated snack bars for particular programs will be monitored closely by designated staff. State funds will not be used toward any costs of vending machines or products.

PROCEDURE

**Vending Machines (purchase or rental):**

Vending machines and/or products may be obtained from any number of local or national vendors.

Expenditures of state funds for the purchase or rental of machines or the purchase of vending products are prohibited. All costs associated with vending services will be paid solely from the receipt of commissions or the sale of the products.

**Consumer Operated Snack Bars:**

All cash will be maintained in a lock box and kept in a secure area while not being used. A copy of this policy should be kept with cash box at all times. A daily transaction register (attached) will be maintained as sales transactions occur. Transaction registers will be submitted daily to a designated person to monitor sales and reconcile cash on hand at a minimum of one time per week.

Deposits will be submitted to the Financial Department bi-weekly.

Additional stock of snack items will be kept in a secure area when not in use. Inventories of stock must be done on a weekly basis.

Unannounced audits of snack bar funds and inventory will be made at a minimum of once per fiscal year.

Expenditures of state funds for the purchase of snacks to be sold is prohibited. All costs associated with the snack bar will be paid solely from the receipt of commissioners and/or the sale of products.

Attachment: Snack Bar Receipts