

ACTIVITY FUND PROCEDURE MANUAL

SECTION 12 VENDING MACHINES

12.1 GENERAL POLICY

Revenue from vending machines situated in all areas of the school, whether school-serviced or vendor-serviced, shall be controlled by the campus principal and processed through the Activity Fund Account. Vending machines controlled by the Child Nutrition Program will be accounted for in the Food Service Account and not associated with Activity Funds.

12.2 SCHOOL-SERVICED VENDING MACHINES

- A. All financial transactions involving vending machines shall be entered into the Activity Fund Accounts established for the purpose of tracking profits.
- B. Profits resulting from vending machine sales may be transferred, at the option of the principal, to activity accounts related to the population from which the profits were generated.

12.3 VENDOR-SERVICED MACHINES

A school may contract with a firm whereby the vendor agrees to service the machine and collect the money. The school then receives a periodic commission check from the vendor. The school is not required to establish an Activity Fund account for each vending machine under this type of arrangement. Vending machine profits (i.e., the commission checks) may be placed directly into the account related to the location of the machine.

12.4 GENERAL OPERATING PROCEDURES

- A. Revenue from vending machines must be collected and receipted weekly or when the amount exceeds \$50.00. Money cannot remain in the building over weekends or holidays.
- B. The principal is responsible for providing the maximum available security for vending machine inventories.
- C. Funds shall be disbursed from the individual vending machine account only for the purchase of vending machine supplies, maintenance of the machine and rental of the machine.
- D. A purchase order will be required to replenish the vending machine stock when necessary.