

Oklahoma State University Policy and Procedures

VENDING AND LAUNDRY SERVICES

3-0170
ADMINISTRATION
& FINANCE
November 2021

GENERAL STATEMENT

1.01 University Dining Services (UDS) fulfills the requests of students, faculty, and staff for traditional vend-type products, consisting principally of single-serving, prepackaged snack items, beverages, mints, gum, pastries, and food items.

1.02 Housing and Residential Life (HRL) provides laundry services to residents of University-owned student housing units, and other special request customers, with convenient, modern, clean, efficient, and economical equipment and facilities for accommodating their personal laundering needs.

1.03 The line of administrative responsibility for vending services begins with University Dining Services and goes through the Senior Director of Student Union Operations.

1.04 This policy only pertains to vending and laundry services on the OSU-Stillwater campus and excludes athletic facilities.

POLICY

2.01 The sale of individual products typically dispensed through vending machines (i.e., single-serving, prepackaged snack items, beverages, mints, gum, pastries, and food) is to be managed through UDS. Products offered for sale can include other vendible items requested by the University family, if approved by UDS, after appropriate pricing and marketing surveys.

2.02 Individuals or departments other than UDS are prohibited from operating vending machines, vending facilities, or selling single-serving, prepackaged snack items, beverages, mints, gum, pastries, and food items without specific approval of the Senior Director of Student Union Operations.

2.03 UDS is responsible and provides oversight for the daily operations of vending services. It is intended all vending machines be placed in locations accessible to the physically challenged and adjacent to the lanes of normal traffic flow within a building or be visible to prospective users from normal traffic lanes. In rare circumstances this is not practical. In such cases, proper signage will be installed and made visible to prospective users traveling normal traffic lanes.

2.04 Housing and Residential Life is responsible, and provides oversight, for the daily operations of laundry services. It is intended all University laundry equipment located in the residence halls be operated by HRL, unless an exception is specifically approved by the Director

of Housing and Residential Life.

Equipment Inventory

3.01 A complete updated record will be maintained for each laundry machine showing the University inventory number, machine serial number (if available), date of purchase, purchase price, current location, and all repairs and maintenance performed on the machine.

Revised:

November 1983

March 1990

January 1997

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Approved:

E-Team, March 2022