

# Oklahoma State University Policy and Procedures

**VENDING AND LAUNDRY SERVICES**

**3-0170**

**BUSINESS & EXTERNAL RELATIONS**

**January 1997**

## GENERAL STATEMENT

1.01 The mission of Vending Services is to fulfill 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 and to manage the on-campus sale of all such items through University-owned, or operated, facilities.

1.02 The mission of Vending Services' laundry service is to provide 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 the Coordinator, Vending Services, through the Director of the Controller's Business Operations and the Associate Vice President and Controller to the Vice President for Business and External Relations.

## 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 Vending Services. Products offered for sale can include other vendible items requested by the University family if approved by the Coordinator, Vending Services, after appropriate pricing and marketing surveys.

2.02 Individuals or departments other than Vending Services 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 Associate Vice President and Controller.

2.03 The Coordinator, Vending Services, is responsible, and provides oversight, for the daily operations of the Vending Services department. It is intended that 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 The Coordinator, Vending Services, is responsible, and provides oversight, for the daily operations of the Laundry Services department. It is intended that all University laundry equipment located in the residence halls be operated by the Laundry Services department, unless an exception is specifically approved by the Associate Vice President and Controller.

### EQUIPMENT INVENTORY

3.01 A complete updated record will be maintained for each vending machine and 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.

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