

2008-09

BA #31

Date Issued 8/08

TO: ALL PRINCIPALS, SCHOOL OFFICE PERSONNEL, and DIRECTORS

**FROM: Mark Shepard, Associate Superintendent for Business Affairs
Dwayne Odvody, Director of Purchasing
Jill Pauley, Director of Accounting**

SUBJECT: VENDING MACHINE SALES

The Associate Superintendent for Business Affairs is required to sign all contract agreements on behalf of the District for sale of items through vending machines located on District property.

The Purchasing Office will solicit bids from beverage vending companies and distribute the bid results to all District facilities for vending choice. Any vending arrangement that requires the school to issue checks in payment of products received must have a valid blanket purchase order assigned to the arrangement.

Locations that receive income as a share of money collected from the sale of items through vending machines located on district property are restricted in the use of those funds. Funds generated in this manner are District funds and are subject to District-related policies and procedures for depositing and expenditure (See BA Bulletin #23).

Locations are encouraged to contact the Purchasing Office, extension 1750, to discuss guidelines and options available for all candy and food vending machines.