

1000.6 SUBJECT: VENDING MACHINE SALES

:1 OBJECTIVE:
Describe policy and procedures for vending machines on city property.

:2 AUTHORITY:
This procedure amended by City Council September 15, 2003.

:3 DIRECTION:
Director of Purchasing and Materials Management, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the Director, General Administration Department.

:4 METHOD OF OPERATION:

A. DEFINITIONS

Vending Machines, as used in this context, includes any machine, device or equipment used to distribute, dispense, or issue any commodity, item or items.

Service shall be defined as the repair and maintenance of vending machines.

Supplies shall be defined as merchandise furnished and placed in vending machines for sale.

B. VENDING MACHINES

Vending machines may be placed on City property by a commercial concern under City contractual arrangements. Agreements for vending machines owned and serviced commercially and placed on City property (unless otherwise excepted in this procedure) shall be negotiated by the Division of Purchasing & Materials Management.

Exception: Vending machines excluded from the provisions of this procedure are:

1. Gum machines operated for charitable purposes as specifically authorized by City Council.
2. Vending machines in the Employees' Lounges from which revenue is paid into the General Fund of the city.
3. Vending machines that are permitted and controlled under an authorized concession agreement made under the cognizance and responsibility of an appropriate appointed official, i.e., Recreation Division concession agreements for swimming pools, and other City concession contracts.

Revenue earned from the sale of vending machine merchandise shall be paid to the city Cashier for deposit in the appropriate operating fund.

Invoices are processed by completing a Deposit Voucher and are taken to the Cashiers Office along with any cash or checks for deposit.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council Minutes, December 9, 1968, Item 15; April 25, 1971, Item 58. Procedure rescinds Procedure Section 301.5 in its entirety; amended January 27, 1975, Item 23, amended August 18, 1975, Item 26; reviewed and found current July 18, 1977, Item 26; amended November 21, 1977, Item 5. Procedure amended October 21, 1985, Item 16, A-11, rescinds Section 314.6 in its entirety. Procedure amended August 15, 1988, Item 14, A-13; amended July 26, 1993; amended April 17, 2000, Item 3-D; amended September 15, 2003; policy section # changed from 191.6, April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.