



VENDING INCOME POLICY

Policy Title: Vending Income

Policy Type: Administrative

Policy Number: 46-06 (2014)

Approved: 12/16/2021

Responsible Office: Auxiliary Enterprises and Services

Responsible Executive: Vice President for Finance and Administration

Applies to: Students, Faculty, Staff, Vendors, and General Public

POLICY STATEMENT

This policy sets forth the University's policy for vending income. The policy applies to contracted vending services on the University campus.

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DEFINITIONS

Vending Income: A commission due to Norfolk State University based on percentage of sales from vendors.

CONTACT(S)

Auxiliary Enterprises and Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Enterprises and Services.

STAKEHOLDER(S)

Campus community, students, and vendors

VENDING INCOME POLICY CONTENTS

Vending machines are credit card or coin-operated machines that dispense a variety of products and services. Vendible products include, but are not limited to snacks, beverages, and other items. The sale of food, drink or any product/service that may be lawfully sold by means of a vending machine operated by NSU or a contractor under approved written agreement is considered vending operations. All receipts from campus vending operations operated by a contractor belong to the vendor. The University receives revenue based on a commission schedule. Vending commission checks are received in accordance to the terms and conditions of the contract and shall be made payable to Norfolk State University (NSU) and shall be credited as appropriate. Departments cannot contract with alternate vendors for installation of vending machines. Refunds may be obtained through the contractor by following the instructions posted on the equipment.

EDUCATION AND COMPLIANCE

It will be the responsibility of Auxiliary Enterprises and Services staff to ensure compliance of all requirements set forth in this policy. Auxiliary Enterprises and Services is in compliance with Virginia Information Technologies Agency contract guidelines and all requirements set forth in this policy. Auxiliary Enterprises and Services also maintains compliance with Virginia Public Procurement Act and Agency Risk Management and Internal Control Standards (ARMICS), mandated by the Commonwealth of Virginia, to support operational efficiency and financial accountability.

PUBLICATION

This policy will be published in the Policy Library on the NSU website. To ensure timely publication and distribution thereof, Auxiliary Services will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online policy library within 14 days of approval;
3. Post the policy on the appropriate website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 05/10/2024
- Approval by, date: President: 12/16/2021
- Revision History: 5/1992, 07/14/2014, 05/19/2016, 06/16/2016; 06/12/2017; 05/10/2018, 5/10/2021
- Supersedes: 46.008

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures.