

 The University of British Columbia Board of Governors	Policy No.: 101	Approval Date: November 1977 Last Revision: September 1993
	Responsible Executive: Vice-President, Administration and Finance	
Title: <p style="text-align: center;">Vending Machines on Campus</p>		
Background & Purposes:		

1. General

- 1.1. Vending machines which dispense candy bars and hot and cold drinks may be installed in university buildings with the approval of the administrative head who is the custodian of the building. Vending machines which dispense other types of food products require approval by the Director of Food Services.

PROCEDURES

Approved: November 1977

Revised: September 1993

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Application for the installation of vending machines which dispense candy bars and hot and cold drinks are directed to the Food Services Purchasing Department. The UBC Supply Management Department selects a supplier on a competitive basis, and the Food Services Purchasing Department makes arrangement for installation in consultation with the Director of Plant Operations.
- 1.2. Installation and operating costs of such vending machines are the responsibility of the recipients of commissions from sales.
- 1.3. Commissions received accrue to University Food Services revenues except for the following:
 - 1.3.1. Commissions arising from installations in specified buildings or areas that have received prior approval of the Vice President Administration and Finance. In these cases, commissions accrue to the administrative board or body charged with the responsibility for operating the building or area.
 - 1.3.2. Commissions arising from installations in student common rooms assigned to student societies accrue to the student society, provided: that the location of the vending machine is in the common room; that it is used almost exclusively by the members of that particular society; and that the student society obtains the approval of the dean responsible for the area.

2. Detailed Procedures

- 2.1. Please contact the Manager of Food Services Purchasing.