

Vending Procedures

In order to provide a tracking system for our vending machines the following procedures will be followed:

1. In order to get the procedures in place an initial inventory of stock on hand will need to be conducted.
2. For tracking purposes the number of cans of soda on hand will be entered on the Vending Spread Sheet. (each can will be entered with a value of \$1.00)
3. As new stock is delivered the amount will also be entered on the spread sheet. (\$1.00 value)
4. Proceeds from the vending machines will be collected by the Facility and Grounds Supervisor and the Office Manager who will count it and enter the number of cans sold on the spread sheet.
5. On the last day of each quarter* (or as soon as possible thereafter) vending proceeds will be collected and a current inventory taken. Proceeds collected and inventory numbers will be given to the Office Manager who will enter them on the spread sheet and prepare a report for the Director.

* March 31
June 30
September 30
December 31

6. Vending records shall be retained for a minimum of 3 years.