

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Vending and Laundry Services	3-041 FISCAL SERVICES July 2013
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) contracts with service providers to provide vending and laundry service for the convenience of students, faculty and staff. This policy is to ensure the control of all products dispensed through vending machines and to control the on-campus laundry facilities.
- 1.02 Departments other than Vending Services are prohibited from operating vending and laundry machines or other pay-for-use vending facilities on campus.
- 1.03 Vending prices will be mutually agreed upon by the Director of Student Union & Auxiliary Services and the service provider.

PROCEDURES

- 2.01 Vending machines are to be placed in locations within or adjacent to lines of traffic flow of prospective users. Vending machine locations are targeted to create minimum interference with normal usage of student classrooms and faculty or staff offices.
- 2.02 The Director of Student Union & Auxiliary Services has general responsibility for selection of products to be sold in vending machines, and the selection and placement of these machines throughout the campus. The Director of Student Union & Auxiliary Services also has general responsibility for operation of all laundry units located on campus.
- 2.03 The service provider will be responsible for collecting cash from machines. The service provider will submit a detailed vending revenue report for each vending machine with OSUIT's monthly commission payment to the Director of Student Union & Auxiliary Services.
- 2.04 Vending machines shall be stocked on an as-needed basis by the vending service provider.

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- 2.05 Each machine shall display contact information for reporting non-working or malfunctioning issues. Refunds for money lost in vending and laundry machine malfunctions will be reimbursed by the Bursar's Office. The service provider will provide the Bursar's Office with the change fund necessary for all refunds.

Approved: August 1996
Revised: August 2007
Revised: July 2009
Revised: July 2013