

ADMINISTRATIVE DIVISION	Administration and Finance
POLICY NUMBER	BUSA 3.09
POLICY TITLE	University Vending Services
SCOPE OF POLICY	USC System
DATE OF REVISION	December 18, 2025
RESPONSIBLE OFFICER	Executive Vice President of Administration and Finance and Chief Financial Officer
ADMINISTRATIVE OFFICE	Business Affairs

PURPOSE

This policy establishes the framework for vending operations across all University of South Carolina institutions. Its purpose is to ensure that vending services are managed through approved contracts consistent with university and state procurement requirements, while supporting the accessibility, safety, and welfare of the university community.

DEFINITIONS

Vending Company: The contractor selected through a formal procurement process to provide vending and automatic retailing machine services (e.g., snacks and beverages) at a USC institution. Each institution’s provider holds the exclusive right to operate vending services on campus unless otherwise permitted by contract or approved in writing by the responsible institutional authority.

Vending Services: Automated retail services providing snacks, beverages, or similar products through vending machines located on university property.

POLICY STATEMENT

Each USC institution must provide vending services through a contracted vending services provider. These providers hold exclusive rights to install, stock, maintain, and service vending machines on campus in accordance with their contract and applicable university policies.

All university departments, divisions, and organizations must coordinate vending services through their institution’s designated office. Unauthorized vending operations are not permitted.

This policy applies to all institutions of the University of South Carolina System.

PROCEDURES

Detailed procedures for departments, divisions, and other university units—including how to request installation, maintenance, or removal of vending machines—are maintained by each

institution's designated office (e.g., Business Services, Auxiliary Services, or CarolinaCard Office).

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

None

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 1, 2006	New policy approval.
March 26, 2015	Policy content, organization, and accuracy reviewed in January 2015; no substantive revision required.
December 18, 2025	Updated to systemwide format and revised.