

NUMBER: BUSA 3.09  
SECTION: Business Affairs  
  
SUBJECT: University Vending Services  
  
DATE: November 1, 2006  
  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
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Issued by: Business Affairs

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## I. Policy

University Vending Services controls and supervises all vending operations and automatic retailing machines (food and drink) on campus, except in non-academic areas of the Coliseum.

## II. Procedure

- A. The University contracts vending services through competitive solicitations with vending companies.
- B. To obtain, alter, or terminate any vending service, a department must submit a request to the Director of the CarolinaCard Office outlining the change or type of service.
- C. Requests for maintenance of machines, or for refunds of monies lost in vending machines because of machine malfunction, are handled by the CarolinaCard Office.
- D. The contracted vending companies must stock, maintain, and clean the vending machines as required.

Send comments to [Helen Zeigler](#)