

1 **Vending on Campus**

2 Effective: Moved to Policy Library from UPM 2.3(4)

3 Contact: [Assistant Vice President for Business Services](#)

4 **Introduction**

5 As the university contracts for vending machine operations on campus, the contractor must provide
6 all vending machine service on campus, without exception. Before campus sales are permitted, a
7 review is required in order to meet contractual obligations, assess risk factors, and assure the safety
8 of participants.

9 **Policy Statement**

10 Machines owned and/or operated by persons other than the contractor are prohibited from all
11 campus buildings.

12 Placement and removal of vending machines on campus must have the approval of Business
13 Services and the building supervisor of the affected building. Questions or problems relating to
14 current or proposed placement of vending machines should be forwarded to Business Services.

15 While the university reserves the right to sell food and beverages for special occasions, such
16 campus sales are to be reviewed and approved by Business Services and Risk Management.
17 Requests involving student groups require the approval of the Dean of Students Office. Non-student
18 requests should originate with Business Services. Sales of most hot foods, prepared outside a
19 licensed kitchen, are prohibited by city code.

20 **Resources**

21 **Links**

- 22 • [Food Vendors - Insurance Fact Sheet](#)
- 23 • [Resources for Clubs and Organizations](#)
- 24 • [Dean of Students Office](#)
- 25 • [Office of Risk Management](#)
- 26 • [Purchasing Department](#)
- 27 • [Event Authorization](#)