

1 **Vending on Campus**

2 Effective: Moved to Policy Library from UPM 2.3(4)
3 Reviewed and Updated: May 26, 2017
4 Contact: [Business Services](#)

5 **Introduction**

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

10 **Policy Statement**

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

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

16 While the university reserves the right to sell food and beverages for special occasions, such
17 campus sales are to be reviewed and approved by Business Services and Risk Management.
18 Food service and/or sales must be in compliance with the Iowa Food Code, Chapter 137F, as
19 administered and enforced by The Food and Consumer Safety Bureau of the Department of
20 Inspections and Appeals. Requests involving recognized student organizations require the
21 approval of the Event Authorization Committee. Non-student requests must originate with Risk
22 Management.

23 **Resources**

24 **Links**

- 25 • [Office of Risk Management – Food Sales or Service](#)
- 26 • [ISU Approved Caterers and Vendors List](#)
- 27 • [Event Authorization](#)
- 28 • [Resources for Clubs and Organizations](#)
- 29 • [Dean of Students Office](#)
- 30 • [Procurement Services](#)
- 31 • [Iowa Department of Inspections and Appeals, Food and Consumer Safety Bureau](#)

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