



## **Vending**

### **Purpose**

The purpose of this policy is to affirm the procedures for food and beverage vending on the campus of Stephen F. Austin State University (SFASU).

### **Persons Affected**

This policy applies to all persons on the premises of SFASU.

### **Definitions**

Auxiliary enterprise - a business activity that is conducted at a State agency, provides a service to the agency, and is not paid for with appropriated money; and is subject to Texas Government Code, Chapter 2252, Subchapter C.

### **Policy**

All vending machine services contracts must be awarded, entered into, and managed in accordance with applicable laws and The University of Texas System policies and procedures, in a fiscally prudent and ethical manner. Vending machine operations at UT System institutions are auxiliary enterprise operations that must be conducted in accordance with applicable laws.

The snack and beverage machines located on the campus of SFASU are the responsibility of the respective contract vendors. This responsibility shall include furnishing, servicing, and maintaining machines, purchasing goods for resale, and collecting funds. Placement of machines is in accordance with the negotiated contract.

### **Procedures**

Procedure information.

- A. UT System standard *Vending machine services contract* should be used to document vending machine services transactions for vending machines offering typical food and beverage items.
- B. The University will seek meaningful input from its students in the initial selection and renewal of a contract with a food service vendor, including input in the development and desired qualifications of food service providers.
  1. include student participation in the initial selection and any renewal with that food service vendor, and
  2. address food vendor's contract performance based on student customer input.

### **Related Statutes or Regulations, Rules, Policies, or Standards**



Regents' *Rules and Regulations*, Rule 20901, Procurement of Goods and Services; Contract Management Handbook

Regents' *Rules and Regulations*, Rule 80103, Solicitation

UTS 130 Vending Machine Contracts

**Responsible Executive**

Vice President of Student Affairs

**Forms**

None

**Revision History**

September 1, 2023 (original)