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Parent Policy: [Space Management Policy](#)

Vending Procedure

Office of Administrative Responsibility:	Office of the Associate Vice-President (Ancillary Services)
Approver:	Associate Vice-President (Ancillary Services)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

Vending on University property is administered by Ancillary Services (AS). Vending includes confection (snack food) and beverage services, Automated Teller Machines (ATM), and other revenue generating dispensing machines used for the purchase of goods and services (e.g., newspapers).

Purpose

The purpose of this procedure is to outline the administration, management and responsibilities of vending on University property.

PROCEDURE

All vending on University property must be approved and managed by Ancillary Services. AS works with Operations and Maintenance and Faculties/Departments to determine suitable locations for vending. Fire, safety code, electrical, maintenance and administrative issues are addressed prior to dispensing machine installation. Faculties/Departments wanting dispensing machines in their assigned space must submit a request to AS for review. Requests are to be forwarded to the Manager, Support Services, and Ancillary Services.

Ancillary Services adheres to the practices established by Supply Management Services in awarding exclusive rights agreements with vending companies (e.g., Edmonton Coin Vending, Coca-Cola Ltd., etc.).

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Vending	Use of dispensing machines for the purchase of goods and services.
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FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

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