



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 7012 - Vending Machines in Schools

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<b>Definitions</b>	<b>1</b>	In this regulation
		(a) <b>“installation”</b> means placing a vending machine in its intended position and includes electrical, plumbing or other connections, or conditions of operation;
		(b) <b>“vending machine”</b> means a mechanical or other unit designed to sell any goods or services to consumers for a financial consideration;
		(c) <b>“vending machine operated by a school”</b> means a vending machine where the school purchases product, loads the machines with product and coinage, and collects and banks revenue proceeds; and
		(d) <b>“vending machine operated by a third party”</b> means a vending machine where all aspects of the vending operation are owned and operated by a party at arms length to the Calgary Board of Education.
<b>Purpose</b>	<b>2</b>	The purpose of this regulation is to provide consistency in the administration and operation of vending machines in schools, to address their safe installation, and to manage the attendant financial responsibilities.
<b>Requirements</b>	<b>3(1)</b>	A vending machine may be installed and operated in schools, either by the school or by an outside contractor, subject to the following requirements:

- (a) the principal must approve the placement of the vending machine, the products that will be sold, and the disposition of net revenues;
  - (b) in addition to approval by the principal, the Director of Facilities Operations or delegate must approve the installation of a vending machine;
  - (c) any alterations to a building to accommodate the installations must be approved by the Collaborative Learning Community Environment Services Specialist;
  - (d) the vending machine must have signs posted in a conspicuous place warning against moving or rocking the machines;
  - (e) the vending machine must be emptied and disconnected from electricity during the summer and other break periods, unless specifically approved by the principal or delegate;
  - (f) all costs associated with the installation of the vending machine (including the provision of separate electrical circuits or measuring devices if necessary) maintenance and operation of the vending machine must be borne by the school or outside contractor as the case may be.
- (2) Cash must be removed from vending machines regularly, and a notice that this takes place must be posted clearly on each vending machine.
  - (3) It is recommended that cash be removed daily from vending machines that receive a high volume of use.

**Vending machines operated by schools**

- 4(1)** If a vending machine is operated by a school, the following procedures must be followed:
  - (a) all cash removed from the vending machine must be remitted, intact and on a regular basis, to the school bookkeeper or other responsible person for receipt;
  - (b) cash may not be held in any other location or applied to any purchases or reimbursements; and
  - (c) records must be kept of:
    - (i) purchases of product,
    - (ii) inventory of product, both in vending machines and in any other storage locations,

- (iii) gross revenue, and
- (iv) use of product other than through normal sales.

(2) It is recommended that

- (a) vending machine profit be measured regularly, compared to expectations or budgets, and reported to the principal or delegate; and
- (b) a physical count of inventory be made at least annually and verified with inventory records.

**Vending machines operated by third parties**

**5** If a vending machine is operated by an outside contractor, the following conditions must apply:

- (a) all contracts related to vending machine operation must be approved by the Director of Legal & Risk Management Services or delegate;
- (b) if there is a system contract for vending machines, all vending machine contracts must comply with the terms and conditions of the relevant system contract; and
- (c) in the terms of the contract, all contractors must agree to the provisions of this regulation.

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**References**

**Governance Policy References:**

- Executive Limitations, EL 5: Revenue Generation
- Executive Limitations, EL 8: Asset Protection

**Calgary Board of Education Administrative Regulations References:**

- 7001 - Purchase of Goods and Services