

System-wide Policy: FI0325 - Vending and Solicitations on the University Campus	
Version: 4	Effective Date: 10/31/2023

SECTION 1. Policy Statement

- I. **Generally**
 - A. The University does not permit the operation of any vending machines or other automated sales device where the profits solely go to private individuals or groups.
- II. **Tennessee Department of Human Services**
 - A. Tennessee law (T.C.A. § 49-9-111 and § 71-4-503) and the Rules of Tennessee Department of Human Services (1240-06-01) place certain requirements on the University relating to the Tennessee Department of Human Services having certain priority rights to vending machines on University property on behalf of blind vendors.
 - B. The University will comply with applicable laws and State of Tennessee Rules.
- III. **Chief Business Officer Approval Required**
 - A. Departments must obtain approval from the applicable Chief Business Officer before installing a vending machine.
- IV. **Formal Contract Required**
 - A. When the University allows a vending machine operator to install vending machines on University property, the University must enter into a formal contract with the vendor or other appropriate party, and the University must comply with FI0420 – Contracts.
 - B. The applicable campus vending department will be responsible for initiating the contract process.

SECTION 2. Reason for the Policy

The University often has vending machines placed with certain University-owned locations. State law and regulations govern certain aspects of vending machines.

SECTION 3. Scope and Application

This policy applies to all University departments.

SECTION 4. Procedures

The University has not issued systemwide procedures under this policy.

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SECTION 5. Definitions

N/A

SECTION 6. Penalties/Disciplinary Action for Non-Compliance

Failure to comply with this policy will result in the University removing any unauthorized vending machines. Further, violations of this policy could result in adverse human resources actions, up to and including termination.

SECTION 7. Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation			

SECTION 8. Related Policies/Guidance Documents

FI0405 – Procurement

FI0420 – Contracts
