

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 6061 Proceeds from Vending Machines

It is the procedure of the Southwestern Oregon Community College District that designated accounts be established for the retention of beverage and snack vending commission revenue.

Distribution of vending machine commission checks will be handled in the following manner:

1. Student Housing beverage and snack vending machine commission income will be identified and the proper amount credited to a designated Student Housing account.
2. Curry campus beverage and snack vending machine commission income will be credited to a Curry campus designated account.

The residual amount of the commission check will be distributed as listed below:

1. Seventy five percent (75%) will be distributed to a designated account for food service equipment replacement and lease.
  - a. This revenue will be used to pay expenditures for food service replacements and equipment lease.
2. Twenty-five percent (25%) will be distributed to the Associated Student Government as operating revenues.

Revised: Procedure #8.040 April 22, 1985

Revised: January 27, 1992

Revised: September 28, 1998

Reviewed March 14, 2013 (Formerly Admin. Policy 3.004)

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