



3000 - Finance 610 - Vending Machines

1. Policy

Use of vending machines may be allowed, consistent with the law, and authorized by the Board of Trustees (or by the Executive Director when authorized). Providence Hall Charter School (PHCS) staff shall follow PHCS procedures for cash receipts, including the Cash Handling & Receipts Procedures. Accurate inventories of goods stocked and sold from vending machines are to be maintained. Vending machine stock shall be stored securely to minimize shrinkage (theft) and the vending program should be reviewed at least annually.