

ADMINISTRATIVE POLICY AND PROCEDURE # 10

Date Issued: December 1, 1981

Date Effective: _____

Date Revised: _____

Reaffirmation Date: Sept. 1, 2011

SUBJECT: **CONTRACTING FOR VENDING MACHINES IN MUNICIPAL FACILITIES**

I. ADMINISTRATIVE POLICY

- A. Contracts for vending machines in City of Toledo buildings shall be negotiated by the Division of Purchases and Supplies.
- B. All proceeds derived from installed vending machines shall be deposited in the General Fund of the City of Toledo or a duly established trust fund authorized by City Council.

II. PROCEDURE

- A. When a vending machine is being considered for installation, the Commissioner-Purchases and Supplies shall be contacted to negotiate the contract.
- B. Copies of contracts for vending machines already installed are to be forwarded to the Commissioner-Purchases and Supplies and he shall renegotiate these contracts as required.
- C. Receipts from vending machines are to be forwarded to the Division of Treasury immediately after they are collected.

III. RESPONSIBILITY

- A. All department, division, and agency heads are responsible for observing and following this Administrative Policy and Procedure.
- B. The Commissioner-Purchases and Supplies, under the direction of the Director-Finance, is responsible for monitoring and enforcing compliance with this Administrative Policy and Sections II-A & B of the Procedure.
- C. The Commissioner-Treasury, under the direction of the Director of Finance, is responsible for monitoring and enforcing compliance with Section II-C of the Procedure.

IV. **EFFECTIVE DATE**

This Administrative Policy and Procedure shall take effect and be enforced from the date of issue.

/s/Michael P. Bell
Mayor