

GENERAL ADMINISTRATION 7.0

Vending Machines -- 7.10

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All requests for vending machines to be located in Regional Offices must first be processed through the Services for the Blind in the Department of Human Services. All requests for vending machines to be located in Local Health Departments must be processed through county governments.

APPLICABILITY

This policy applies to Regional Offices and Local Health Departments.

PURPOSE

To insure fiscal accountability.

PROCEDURE

Regional Directors wanting to place vending machines in the Regional Office, or wishing to sell food or beverages by other means in the Regional Office, must first contact Services for the Blind to provide the food/beverage service. If Services for the Blind does not wish to provide the service at the designated location, the Regional Director is responsible for requesting bids from interested vendors. State procedures for soliciting bids should be applied.

County Directors wanting to place vending machines in Local Health Departments, or wishing to sell food or beverages by other means in the health

department, must contact county governments to coordinate this service. County governments have the option of contacting Services for the Blind to provide the service or bidding the service out to interested vendors.

In either case, no state employees in regional or local health departments should be involved in the selling of food/beverage, or the operation, maintenance or collection of revenue from vending machines.

To promote positive health practices, Regional Directors and County Directors should specify that vending machines which contain cigarettes are not to be located in Department of Health buildings. When possible, vending machines should contain sugar-free beverages, milk and full-strength fruit juices. When food choices are available, nutritious food and foods that least contribute to tooth decay should be made available.

REFERENCE DOCUMENTS

1. State of Tennessee Purchasing Procedures Manual
2. T.C.A. 71-4-502
3. T.C.A. 71-4-503

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305