

# ADMINISTRATIVE MEMORANDUM

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**SUBJECT** Revised Regulations of the Board of Governors  
of The University of North Carolina with  
respect to Institutional Vending Facilities

**NUMBER** 257

**DATE** November 25, 1987

At its meeting on November 13, 1987, the Board of Governors, in response to Sec. 233, Chapter 738 of the 1987 Session Laws, adopted a resolution (Attachment A) modifying the authorized uses of net proceeds from institutional vending operations. This Administrative Memorandum provides comprehensive instructions to implement the Board's new resolution and thereby supersedes previously issued Administrative Memorandums 210 and 222, which address the same subject.

1. Vending Facilities Definition. Pursuant to the intent of the General Assembly, the working definition of vending facilities has been broadened significantly. The term "vending facilities" includes both the following: (1) any mechanical or electronic device dispensing items or something of value or entertainment or services for a fee, regardless of the method of activation, and regardless of the means of payment, whether by coin, currency, tokens, or other means; and (2) a snack bar, cafeteria, restaurant, cafe, concession stand, vending stand, cart services, or other facilities at which food, drinks, novelties, newspapers, periodicals, confections, souvenirs, tobacco products or related items are regularly sold. [G.S. 143-12.1(g), G.S. 111-42(d)]

2. State Funds. The receipts from vending facilities operated by a constituent institution of The University of North Carolina are State funds. The payments received by a constituent institution of The University of North Carolina under which another party operates vending facilities and pays a sum to the State, whether computed as a percentage of gross or net receipts or gross or net profits, or as a fixed or variable fee, are State funds. [G.S. 143-12.1(a)]

3. Deposits. Those receipts or payments deemed State funds pursuant to paragraph 2, above, shall be deposited as provided by law in the appropriate fund to be determined by the Office of State Budget and Management. [G.S. 143-12.1(b)]

In this regard, UNC-General Administration requested specific confirmation from the Office of State Budget and Management (OSBM) that current practices for depositing vending receipts are acceptable. By letter of November 17, 1987, to Vice President Joyner from Mr. Marvin K. Dorman, Jr., Deputy State Budget Officer, OSBM reaffirmed its earlier acceptance of institutional practices for depositing vending receipts.

4. Authorized Uses. The following uses of net proceeds from the operations of vending facilities are authorized:

- a. Scholarships and other direct student financial aid programs;
- b. Debt service on self-liquidating facilities;
- c. Any of the following student activities if specifically authorized by the Chancellor:

- i. Social and recreational activities for students residing in self-supporting University housing. However, expenditures for these purposes shall not exceed the amount of total net proceeds derived from vending facilities located in such housing facilities.
  - ii. Special orientation programs for targeted groups of students (e.g., Peer Mentor programs).
  - iii. Operating expenses of scholarships and other student awards and honors programs.
  - iv. Supplementary Student Center operating support. However, expenditures for this purpose shall not exceed the total net proceeds derived from vending facilities located in such Student Center facilities.
- d. Specified use of net proceeds as a condition of certain gifts, grants, or bequests. (For example, Carolina Inn proceeds, as specified in the gift of the Inn to The University of North Carolina at Chapel Hill, are used, in part, to support the University libraries, especially The North Carolina Collection.)
  - e. Retention to provide for working capital, replacement of facilities and equipment, and other purposes to support the continuing, orderly operation of the particular self-supporting service operation.
  - f. Transfers to other self-supporting student service operations and authorized capital improvements projects, upon the written recommendation of the Chancellor and subject to the written, advance approval of the President.

[G.S. 116-36.4]

5. Account Applicability. For reporting purposes, the revised legislation cites only those accounts defined, budgeted, and expended pursuant to G.S. 116-36.1 (Institutional Trust Funds). Special Funds (G.S. 116-32.2) and Institutional Student Auxiliaries (G.S. 116-36.3) are not covered by the revised vending legislation; the budgeting and expenditures of those accounts are covered by other applicable legislation.

In the Institutional Trust Fund accounts, the majority of the operations covered by the new legislation are included in Student Auxiliaries (activity 200), along with some portions of Institutional Auxiliaries (activity 210) and Independent Operations (activity 220). The enclosed "Reporting Guidelines" (Attachment B) denote general determinations of applicability. This listing should be used as a guide. A continuing assessment must be made by each institution to determine which institutional vending facilities are covered by the legislation and related reporting requirements.

An initial determination of vending operations covered at each institution has been made based upon the vending facilities information survey of August 25, 1987 and a subsequent review of institutional responses. The institutional listing is shown in Attachment C.

In some instances, it may be necessary to establish internal records to provide a separate accounting for covered vending facilities. It is the responsibility of each institution to establish such records. Please refer to the reporting format section of this memorandum for applicable formatting instructions.

6. Definition of Net Proceeds - For the purposes of these regulations, the term "net proceeds" for a covered vending facility is defined as: total revenues less all appropriate expenditures for the operation and maintenance of the identified operation. In accounting terminology, "net proceeds" is synonymous with "net income."

7. Reporting Frequency. The Board's resolution authorizes and directs the President to make such reports with respect to vending facilities as may be required under G.S. 116-36.4. The revised legislation specifically alters the reporting frequency from quarterly/annual reports to an annual requirement only; the current due date "not later than October 1 of each year" is unchanged. The reports are due in General Administration by September 1. The next scheduled report, which covers the fiscal year ending June 30, 1988, is due in this office by September 1, 1988 for subsequent transmittal to the Joint Legislative Commission on Governmental Operations by October 1, 1988.

8. Reporting Format. Rather than a University-wide summary report, the legislation requires an "itemized annual report . . . concerning the use of net proceeds . . . broken down by campus and by authorized purpose." These changes, combined with the broadened vending facility definition and expanded authorized uses of net proceeds, require a revised reporting format. The format is revised to accommodate the requirements of the new legislation, with emphasis on authorized uses of net proceeds being consistent with that legislation. The reporting format, as determined by the Office of State Budget and Management, is attached.

The required reporting format consists of two sections:

1. Summary Report
2. Specific Vending Activity Report(s)

The "Summary Report" is the total of the values reported on the separately identified vending activities cited on the one or more accompanying "Specific Vending Activity Report" forms.

Each "Specific Vending Activity Report" identifies a separate vending activity by using a brief descriptive title and a three digit Chart of Accounts purpose number in the spaces provided. A separate report is required for each activity cited on the enclosed institutional listing and for any subsequently and appropriately identified activities pursuant to previously stated criteria (see vending definition and account applicability).

The following items applicable to the reporting form should be noted:

- a. The amount reported in the space for "Total Net Proceeds" is generally equal to the amount reported in the space for "Total Authorized Uses of Net Proceeds."

An exception occurs when net proceeds accumulated in a prior fiscal year (typically via item "e" of the authorized uses) are used for an authorized purpose during a subsequent fiscal year (typically for item "f"--transfers). Therefore, in those instances, the total authorized uses amount may exceed the total net proceeds amount for that fiscal year. However, in no instances should the total authorized uses amount be less than

the amount for total net proceeds, because all net proceeds for the reporting period must be identified with one or more authorized uses.

- b. Item "f" on the reporting form, "Transfers . . .," is to be specifically identified both on the form and by a separate attachment, including appropriate documentation authorizing such use pursuant to the requirements stated in item "f" of the Authorized Uses section.

9. Effective Date. These regulations are effective after June 30, 1987 [Sec. 233, Chapter 738, 1987 Session Laws]

Attachments:

- (A) Board of Governors' Resolution of November 13, 1987:  
"Revised Regulations of The University of North Carolina  
with Respect to Institutional Vending Facilities"
- (B) Vending Facilities Reporting Guidelines
- (C) Initial Vending Activity Listing
  - Report on Vending Facilities:
    - 1. Summary Report
    - 2. Specific Vending Activity Report

  
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C. D. Spangler, Jr.

REVISED REGULATIONS OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA WITH RESPECT TO INSTITUTIONAL VENDING FACILITIES.

The main appropriations bill (Chapter 738, HB 1514) passed by the 1987 Session of the General Assembly includes a special provision (Sec. 233) which requires certain modifications of current vending policy, regulations, and reporting requirements. These revised regulations, pursuant to certain limitations contained in that bill, now condition the accounting for net proceeds only of Institutional Trust Funds (as defined by G.S. 116-36.1). The Board of Governors' policy is revised and restated as follows.

1. Vending Facilities Definition. The term "vending facilities" includes both the following: (1) any mechanical or electronic device dispensing items or something of value or entertainment or services for a fee, regardless of the method of activation, and regardless of the means of payment, whether by coin, currency, tokens, or other means; and (2) a snack bar, cafeteria, restaurant, cafe, concession stand, vending stand, cart services, or other facilities at which food, drinks, novelties, newspapers, periodicals, confections, souvenirs, tobacco products or related items are regularly sold.

[G.S. 143-12.1(g), G.S. 111-42(d)]

2. State Funds. The receipts from vending facilities operated by a constituent institution of The University of North Carolina are State funds. The payments received by a constituent institution of The University of North Carolina under which another party operates vending facilities and pays a sum to the State, whether computed as a percentage of gross or net receipts or gross or net profits, or as a fixed or variable fee, are State funds. [G.S. 143-12.1(a)]



3. Deposits. Those receipts or payments deemed State funds pursuant to paragraph 2, above, shall be deposited as provided by law in the appropriate fund to be determined by the Office of State Budget and Management. [G.S. 143-12.1(b)]

4. Authorized Uses. The following uses of net proceeds from the operations of vending facilities are authorized:

- a. Scholarships and other direct student financial aid programs;
- b. Debt service on self-liquidating facilities;
- c. Any of the following student activities if specifically authorized by the Chancellor:
  - i. Social and recreational activities for students residing in self-supporting University housing. However, expenditures for these purposes shall not exceed the amount of total net proceeds derived from vending facilities located in such housing facilities.
  - ii. Special orientation programs for targeted groups of students (e.g., Peer Mentor programs).
  - iii. Operating expenses of scholarships and other student awards and honors programs.
  - iv. Supplementary Student Center operating support. However, expenditures for this purpose shall not exceed the total net proceeds derived from vending facilities located in such Student Center facilities.
- d. Specified use of net proceeds as a condition of certain gifts, grants, or bequests. (For example, Carolina Inn proceeds, as specified in the

gift of the Inn to The University of North Carolina at Chapel Hill, are used, in part, to support the University libraries, especially The North Carolina Collection.)

- e. Retention to provide for working capital, replacement of facilities and equipment, and other purposes to support the continuing, orderly operation of the particular self-supporting service operation.
- f. Transfers to other self-supporting student service operations and authorized capital improvements projects, upon the written recommendation of the Chancellor and subject to the written, advance approval of the President.

[G.S. 116-36.4]

3. Reports - The President is authorized and directed to make such reports with respect to vending facilities as may be required under G.S. 116-36.4.

4. Effective Date: These regulations shall be effective after June 30, 1987.

[Sec. 233, Chapter 738, 1987 Session Laws]

## VENDING FACILITIES REPORTING GUIDELINES

In the Institutional Trust Fund accounts, the majority of the operations covered by the new legislation will be included in Student Auxiliaries (activity 200), along with some portions of Institutional Auxiliaries (activity 210) and Independent Operations (activity 220). The following general determinations of applicability have been made. This listing is to be used as a guide. An assessment must be made by each institution to determine which vending facilities are covered by the legislation and related reporting requirements.

200 Student Auxiliaries

202 Campus Center - Sales and services revenues generated in this purpose are included in the reporting requirement. Typical revenue sources are: game rooms; snack bars; bowling alleys; pool rooms; automated (coin activated) dispensers, including, but not limited to, candy and newspaper stands, food and beverage machines; and similar concessionary activities.

203 Food Services - Operations budgeted and reported in Institutional Trust Funds accounts are included in the reporting requirement. Typical revenue sources include, but are not limited to: snack bars, lunchrooms, cafeterias, restaurants, catering activities, vending machines, and similar concessionary activities.

204 Health Services - Purpose 204 is generally excluded from the reporting requirement.

205 Housing Services - Purpose 205 is generally excluded from the reporting requirement. Vending machine revenues in housing facilities would be included if funds are a part of Institutional Trust Funds.

206 Laundry Services - Operations budgeted and reported in Institutional Trust Fund accounts are included by the reporting requirement. Revenue sources include, but are not limited to, coin activated washers and dryers.

207 Recreational Services - Purpose 207 is generally excluded from the reporting requirement.

208 Student Stores - Operations budgeted and reported in Institutional Trust Fund accounts are included in the reporting requirement. Typical revenue sources include, but are not limited to: over-the-counter sales, services, and rentals; snack bars; book stores; copy machines, satellite vending stands; and similar concessionary activities.

210 Institutional Auxiliaries

211 Central Motor Pool - Purpose 211 is generally excluded from the reporting requirement.

212 Central Stores - Purpose 212 is generally excluded from the reporting requirement.

213 Creamery (NCSU only) - Purpose 213 is generally excluded from the reporting requirement.

214 Printing and Duplicating - Operations budgeted and reported in Institutional Trust Funds are included by the reporting requirement. Satellite copy machines and copy centers are included in the reporting requirement.

215 Rental Property - Purpose 215 is generally excluded from the reporting requirement.

216 Vehicle Registration - Purpose 216 is generally excluded from the reporting requirement.

219 Other Auxiliaries - Institutions should identify applicable sales and services revenues for purpose 219. Separately organized vending operations would be included, for example.

## 220 Independent Operations

222 Carolina Inn (UNC-CH only) - Sales and services revenues generated in purpose 222 are included in the reporting requirement. Typical revenue sources include, but are not limited to: dining room; cafeteria; catering activities; vending machines; and similar concessionary activities. Room rentals and conference fees are excluded from reporting requirements.

223 Electrical System (UNC-CH and WCU only) - Purpose 223 is generally excluded from the reporting requirement.

224 Telephone System (UNC-CH only) - Purpose 224 is generally excluded from the reporting requirement.

225 Water System - (UNC-CH and WCU only) - Purpose 225 is generally excluded from the reporting requirement.

226 Utilities Storeroom (UNC-CH only) - Purpose 226 is generally excluded from the reporting requirement.

227 Steam System (UNC-CH only) - Purpose 226 is generally excluded from the reporting requirement.

228 Continuing Education Center - Sales and services revenues generated in purpose 228 are included in the reporting requirement. Typical revenue sources include, but are not limited to: dining rooms, snack bars, and restaurants; catering activities; vending machines; and similar concessionary activities. Room rentals and conference fees are excluded from the reporting requirement.

Institution Appalachian State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from bowling alley and pool/game room

214 Printing and Duplicating

includes revenues derived from print shop sales and services

228 Continuing Education Center

includes revenues derived from dining facilities in Broyhill Center

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution East Carolina University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from recreation activities (i.e. bowling lanes) in Mendenhall Student Center

208 Student Stores

includes revenues derived from campus-wide vending activity (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from print shop sales and services

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution Elizabeth City State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

170 Institutional Support

includes revenue derived from campus-wide food, beverage, and other vending machine sales

202 Student Center

includes revenues derived from vending machines

208 Student Stores

includes revenues derived from sales of other merchandise and textbooks (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from sales and services of University Graphics

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution Fayetteville State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Student Center

includes revenues derived from game room and vending machines (food, music and video)

208 Student Stores

includes revenues derived from sale of textbooks and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from print shop sales and services

219 Other Auxiliaries

includes commissions derived from contract with private vendors for the operation of coin-operated vending machines located in academic buildings

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.



Institution North Carolina A & T State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from game room, snack bar rental, and beauty and barber shop rentals

208 Student Store

includes revenues from University Bookstore from rental fees and retail sales (reporting of total Student Stores revenue is required)

219 Other Auxiliaries

includes revenues from coin operated vending machines, washers and dryers, copy machines

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution North Carolina Central University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from game room, snack machines, and juke box

207 Recreation Services

includes revenues derived from vending machines located in student housing

208 Student Stores

includes revenues derived from sales and services of textbooks and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from sales and services of print shop

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution North Carolina School of the Arts

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

219 Other Auxiliaries

includes revenues derived from coin-operated washers and dryers, photocopy machines and food and beverage machines

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution North Carolina State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

151 Libraries

revenues derived from photocopy services in D. H. Hill Library

152 General Academic Support

revenues derived from photocopy services in School of Education

160 Student Services

revenues derived from game rooms in Residence Halls

202 Student Center

revenues derived from sales and services of Student Center, including receipts from billiards and coin-operated vending machines

203 Food Services

receipts from the contractor providing food services for the School of Veterinary Medicine

206 Laundry Service

revenues derived from laundromat and coin-operated laundry services to residents of Student Housing

208 Student Stores

revenues derived from sale of educational materials, supplies, and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

revenues derived from printing, duplicating, and graphic services (University Graphics)

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution Pembroke State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

University Center revenues derived from pool room, bowling alley, game room, and coin-operated copy machine

203 Food Service

includes commissions from campus snack bar located in University Center

208 Student Stores

includes revenues derived from sale of textbooks, supplies and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from printing services, photo copying, and copy machines

219 Other Auxiliaries

includes revenues derived from coin-operated washers and dryers, campus-wide vending machines, and museum gift shop

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution The University of North Carolina at Asheville

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from coin-operated amusement, food, and beverage machines located in Student Center

207 Recreational Services

includes revenues derived from coin-operated food and beverage machines located in Justice Gym

208 Student Stores

includes revenues derived from sales of textbooks, supplies, sundries and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from print shop services and campus-wide photocopy machines

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution The University of North Carolina at Chapel Hill

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

180 Physical Plant Operations

includes commission derived from contract with private vendor for the operation of two full-service dining halls and four residence hall snack bars

202 Student Union

includes revenues derived from bowling alley and pool room

208 Student Stores

includes revenues derived from campus-wide coin-operated vending machines, snack bars, student store (Daniels Building) and medical bookstore (The Caduceus) (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from book printing and binding and other print shop services; campus-wide copy centers and coin-operated copiers

222 Carolina Inn

includes revenues derived from operation of dining room, cafeteria, lounge, and vending machines

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution The University of North Carolina at Charlotte

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from "Candy Shoppe" operations; game room

203 Food Service

includes revenues derived from campus-wide vending machines

208 Student Stores

includes commissions derived from contract with private vendor for the operation of campus bookstore (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from campus-wide photocopy services and revenues from full service printing operation

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.



Institution The University of North Carolina at Greensboro

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

203 Food Service

includes commissions derived from contract with private vendor for the operation of restaurant and snack bar located in Elliott Student Center

206 Laundry Service

includes revenues derived from coin-operated washers and dryers located in dormitories

208 Student Store

includes commissions derived from contract with private vendor for the operation of student bookstore (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from print shop sales and services

219 Other Auxiliaries

includes commissions derived from contract with private vendor for the operation of food and beverage vending machines located throughout the campus

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution The University of North Carolina at Wilmington

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Campus Center

includes revenues derived from game room located in the University Union

208 Student Stores

includes revenues derived from sale of books, supplies, and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from sales and services of print shop

219 Other Auxiliaries

includes revenues derived from campus-wide vending machine operations

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution Western Carolina University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

203 Food Service

includes revenues derived from food and beverage concessions located throughout the campus, and commissions derived from contract with private vendors for operation and servicing of campus-wide vending machines

206 Laundry Service

includes revenues derived from coin-operated washers and dryers located in residence halls

208 Student Store

includes revenues derived from sale of books, supplies, and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from sales and services of campus print shop, including campus-wide copy centers

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution Winston-Salem State University

Vending Facilities

Initial Vending Activity Listing

Pursuant to the vending facilities information survey (memorandum dated August 25, 1987) and subsequent institutional responses, the following specific vending activities at your institution should be reported:

202 Student Center

includes revenues derived from game room and snack bar facilities

203 Food Service

includes revenues derived from campus-wide food and beverage vending machines

208 Student Store

includes revenues derived from over-the counter sales of books, supplies and other merchandise (reporting of total Student Stores revenue is required)

214 Printing and Duplicating

includes revenues derived from central copy center for printing, duplicating and photocopying services

Note: A separate report is required for each activity cited above and for any subsequently and appropriately identified vending activities. At this time, each institution should undertake a thorough review of its operations in order to identify any and all qualifying vending activities to ensure compliance with the revised vending policy.

Institution \_\_\_\_\_

Report on Vending Facilities  
Authorized Uses of Net Proceeds

Specific Vending Activity Report

For the Fiscal Year Ending June 30, 19\_\_\_\_

Description \_\_\_\_\_

Chart of Accounts Purpose No. \_\_\_\_\_

Total Net Proceeds \$ \_\_\_\_\_

Authorized Uses of Net Proceeds:

- a. Scholarships and other direct student financial aid programs \$ \_\_\_\_\_
- b. Debt service on self-liquidating facilities \_\_\_\_\_
- c. Student activities specifically authorized by the Chancellor:
  - i. Social and recreational activities for students residing in self-supporting University housing (not to exceed the amount of total net proceeds derived from vending facilities located in such housing facilities) \_\_\_\_\_
  - ii. Special orientation programs for targeted groups of students \_\_\_\_\_
  - iii. Operating expenses of scholarships and other student awards and honors programs \_\_\_\_\_
  - iv. Supplementary Student Center operating support (not to exceed the total net proceeds derived from vending facilities located in such Student Center facilities) \_\_\_\_\_
- d. Specified use of net proceeds as a condition of certain gifts, grants, or bequests \_\_\_\_\_
- e. Retention to provide for working capital, replacement of facilities and equipment, and other purposes to support the continuing, orderly operation of the particular self-supporting service operation \_\_\_\_\_
- f. Transfers to other self-supporting student service operations and authorized capital improvements projects (identify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Institution \_\_\_\_\_

Report on Vending Facilities  
Authorized Uses of Net Proceeds

Summary Report

For the Fiscal Year Ending June 30, 19\_\_

Total Net Proceeds \$ \_\_\_\_\_

Authorized Uses of Net Proceeds:

- a. Scholarships and other direct student financial aid programs \$ \_\_\_\_\_
- b. Debt service on self-liquidating facilities \_\_\_\_\_
- c. Student activities specifically authorized by the Chancellor:
  - i. Social and recreational activities for students residing in self-supporting University housing (not to exceed the amount of total net proceeds derived from vending facilities located in such housing facilities) \_\_\_\_\_
  - ii. Special orientation programs for targeted groups of students \_\_\_\_\_
  - iii. Operating expenses of scholarships and other student awards and honors programs \_\_\_\_\_
  - iv. Supplementary Student Center operating support (not to exceed the total net proceeds derived from vending facilities located in such Student Center facilities) \_\_\_\_\_
- d. Specified use of net proceeds as a condition of certain gifts, grants, or bequests \_\_\_\_\_
- e. Retention to provide for working capital, replacement of facilities and equipment, and other purposes to support the continuing, orderly operation of the particular self-supporting service operation \_\_\_\_\_
- f. Transfers to other self-supporting student service operations and authorized capital improvements projects (identify) \_\_\_\_\_

Total Authorized Uses of Net Proceeds \$ \_\_\_\_\_

Report Approved by: \_\_\_\_\_  
Chief Finance Officer

\_\_\_\_\_  
Date