



## 46.008: Vending Income

**Responsible Executive:** Vice President for Finance and Business  
**Responsible Office:** Auxiliary Enterprises and Services  
**Related Policy:**  
**Approved-On Date:** May 1992  
**Effective Date:** May 1992  
**Revision Date:**

### **Policy Statement**

All vending income checks are to be made payable to Norfolk State University. Vending income from Auxiliary Enterprises buildings shall be credited to the respective enterprise and all other income shall be credited appropriately.

### **Purpose**

This policy sets forth the University's policy and procedures for monitoring vending income. The policy and procedures apply to contract vending on the University campus.

### **Procedures**

1. The office of Auxiliary Enterprises and Services shall receive and stamp vending income checks with a restricted endorsement "For Deposit Only, Norfolk State University".
2. Auxiliary Enterprises and Services shall record the name of the vending company, amount of the check and the date the check is received in a journal.
3. The check shall be recorded on a deposit transmittal and deposited intact the same day or the next business day in the Cashier's Office.
4. A copy of the processed deposit transmittal shall be returned to the office of Auxiliary Enterprises for re-verification and filing.

