



SCDC POLICY

NUMBER: ADM-16.14

TITLE: VENDING MACHINES

ISSUE DATE: August 5th, 2025

RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.14 (April 1, 2007) ;(February 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 20-70

ACA/CAC STANDARDS: *5-ACI-1B-10, 5-ACI-1B-14, 5-ACI-1B-19, 5-ACI-1B-21*

STATE/FEDERAL STATUTES: *South Carolina Code of Laws, Section 43-25-70, 43-26-50, and 43-26-70.*

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To identify management and accountability control for placement of vending machines in institutions and SCDC buildings, for resolving problems with vending machines, and for record keeping and reporting of funds generated from all vending machines.

POLICY STATEMENT: Vending machines may be placed in SCDC institutions and other SCDC buildings for the purposes of dispensing food, *snacks*, and beverages. Problems with vending machines will be reported pursuant to this policy/procedure. Funds generated by vending machines will be reported in accordance with accepted business and accounting procedures for control and disposition of funds.

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SPECIFIC PROCEDURES:

1. GENERAL PROVISIONS:

1.1 The Chief, Canteen Branch, will be responsible for coordinating the placement of all vending machines in institutions and other SCDC buildings.

1.2 All agreements, contracts, and/or bids are offered, awarded, and administered by the Canteen and Purchasing Branches in accordance with SCDC Policy ADM-12.01, "Procurement of Commodities and Services," and the State Consolidated Procurement Code. **(5-ACI-1B-14)**

1.3 Each Warden will be responsible for designating at least one (1) but no more than three (3) employees at his/her institution who will be responsible for contacting the vendor when an emergency arises.

1.4 The designee must have the phone number of the vendor readily available. Vending machines will have a **phone** number affixed to one (1) or more machines.

1.5 *Through an agreement between the South Carolina Department of Corrections (SCDC) and the South Carolina Commission for the Blind (SCCB), the vending machines in all level one institutions and some level two institutions will be operated by a Blind Licensed Vendor (BLV). All non-institutional work sites, i.e., Facilities Management, Print Shop/Graphics, Support Services, Headquarters building, **Recruiting, Medical Records, Inmate Records, etc.** will also be operated by a BLV.*

2.REQUESTS FOR VENDING MACHINES: Coin-operated *and/or cashless* machines will be placed in SCDC institutions and buildings upon request with a justifiable reason(s). The justification should be sent to the Chief, Canteen Branch and should include the following:

- need;
- potential sales; and
- proposed location.

3. REPORTING PROBLEMS WITH FOOD AND BEVERAGE MACHINES:

3.1 Food and beverage vendors should respond **on-site** to all emergency calls within three (3) hours. If the vendor does not respond within three (3) hours, the **institutional** designee must place another call **and send an email to the Canteen Branch Chief or the Canteen Branch Designee**

3.2 The designee must report the incident to the Chief, Canteen Branch/designee, if the vendor fails to respond within 48 hours.

3.3 *The Chief, Canteen Branch **should be contacted** anytime there is an on-going problem with the vendor, **e.g.**, machines constantly **not functioning properly**, frequent out-of-stock conditions, problems with the route person, uncleanness of machine, etc.*

4. REFUNDS FROM VENDING MACHINES - SCDC CONTRACTED:

4.1 *All refunds will be administered through the contractor. The contractor's contact information is affixed to all vending machines.*

5. REFUNDS FROM VENDING MACHINES - SCCB CONTRACTED:

5.1 *The SCCB Blind Licensed Vendor (BLV) is responsible for all refunds. Any SCDC employee or visitor who requests a refund shall direct the refund request to the BLV. Their contact information is affixed to each vending machine.*

5.2 *Work Center Inmates (Community Employed): The Work Center inmate will request any refund by submitting a request to Staff to Inmate Financial. The Business Manager will document the refund on SCDC form 20-70, Weekly Refund/ Problem Log Sheet. If approved, the Blind Licensed Vendor will give the refund to the institution Business Manager who will credit the respective inmate's account or reimburse the inmate's the refund after ensuring the amount does not exceed the inmates cash on hand allowance. (5-ACI-1B-21)*

6. RECORD KEEPING/REPORTS:

6.1 *The **Business Operations Manager** of the Canteen Branch will maintain records of all commissions and monies collected from all coin-operated machines.*

6.2 *A monthly report of sales and commissions will be submitted to the Division of Support Services, and copies will be submitted to the Division Director for Program Services and to the Financial Accounting Branch. (5-ACI-1B-10)*

6.3 *Periodic audits of the Canteen Branch, including vending machine funds, will be conducted by the Audit Section Office of Budget and Resource Management. (5-ACI-1B-19)*

7. COMMISSION CHECKS FROM VENDING MACHINES:

7.1 *The commission for all coin operated and/or cashless vending machines retained by the SCDC will be remitted by check payable to the Canteen Branch of the South Carolina Department of Corrections.*

7.2 *All commission checks received by the accounting staff of the Canteen Branch **will be forwarded** to the Financial Accounting Branch to be deposited into the Canteen account. (5-ACI-1B-10)*

7.3 *The Financial Accounting Branch will forward an official receipt to the Canteen Branch after the deposit is made.*

8. EMERGENCIES:

8.1 *When a designee receives information that constitutes an emergency, **an email will be sent to the Chief, Canteen Branch, explaining the problem in detail. The date, specific machine, and nature of the problem should be noted.***

8.2 An "out-of-order" sign should be placed on a machine that is completely out of stock or is malfunctioning. The sign should be removed when the problem has been corrected.

9. DEFINITIONS:

Emergency refers to machines out of stock, taking money without *dispensing product*, *credit card reader issues*, machine *unsecure*, machine *vandalism*, *food* machines not cooling properly, etc.

Vending Machines refer to coin-operated *and/or cashless* food, *snack*, and beverage machines located in institutions and other SCDC buildings.

SIGNATURE ON FILE

s/Joel E. Anderson, Interim Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.