



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
10/7/22

PAGE NUMBER
1 of 3

NUMBER
DOC 200.190

POLICY

TITLE

VENDING MACHINES

REVIEW/REVISION HISTORY:

Effective: 12/31/96
Revised: 2/16/06
Reviewed: 2/16/07
Revised: 8/6/08
Reviewed: 1/7/09
Reviewed: 8/9/10
Revised: 8/1/12
Revised: 9/21/15
Revised: 9/6/21
Revised: 10/7/22

SUMMARY OF REVISION/REVIEW:

II.A.1. - Removed unnecessary language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/14/22

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 74.18.220](#); [RCW 74.18.230](#); [WAC 67-35-160](#); DOC 200.200 Incarcerated Individual Betterment Fund; [Governor's Executive Order 13-06](#)

POLICY:

- I. The Department will comply with state and federal laws regarding vending machines.
 - A. Per the Governor's Executive Order 13-06, the Department will work towards ensuring the food and beverage options available in its vending machines meet the Washington State Healthy Nutrition Guidelines.
- II. All Department buildings are considered public buildings (i.e., any buildings and adjacent outdoor space owned or leased by the state of Washington).

DIRECTIVE:

- I. Acquiring or Renewing Vending Service
 - A. In all circumstances, the Department of Services for the Blind has the first and primary right to operate vending facilities (i.e., cafeterias, snack bars, vending counters/carts, or sundries offered for sale) and vending machines on federal, state, county, municipal, and other local government property per RCW 74.18.220.
 - B. Before acquiring or renewing vending machine service, business employees will contact the Department of Services for the Blind, which will either provide a vendor or approve a competitive bid process. Business employees will document and maintain the following information in the Business Office to support the contract request or decision to issue the Contract Proposal Request in the event of an audit:
 1. Name of the Department of Services for the Blind staff contacted
 2. Advice provided
 3. Date and time of the contact
 - C. Employees/contract staff will not maintain or stock vending machines on state property.
- II. Vending Machine Revenue

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- A. Net proceeds from vending machines (i.e., any gross sales, less state sales tax and a fair minimum return to the owner or service provider as determined by Department of Services for the Blind) will be deposited as follows:
1. Net proceeds from vending machines used primarily by incarcerated individuals and/or their families will be deposited into the betterment account per WAC 67-35-160 and DOC 200.200 Incarcerated Individual Betterment Fund.
 2. Net proceeds from all other vending machines located inside or adjacent to a public building will be deposited into the Business Enterprises Revolving Account administered by the Department of Services for the Blind per RCW 74.18.230.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None