

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Maintenance and
Operations

Issue No: 3

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

Date: 3/11/02

**6.20 MAINTENANCE AND OPERATION
OF FACILITIES**

Page: 1 of 1

Reference: Form PUR-24, Form FAC-33

SECTION 6.20.16 Sanitary Napkin Vending Machines

Vending machines (sanitary napkin and tampon) are located in various areas in all District facilities. These machines are for the convenience of District employees, students, and the public.

It shall be the responsibility of the Custodial Supervisor/Lead Custodian to check machines frequently to ensure they are properly supplied and operational.

Supplies for machines shall be requested on Warehouse Requisition (Form PUR-24) and forwarded to the Grounds/Operations Supervisor for approval. The costs of these sanitary napkins/tampons will be charged to the Custodial Supplies Budget. Monies received from the sale of the napkins/tampons shall be brought to the Finance Department where it will be counted and a receipt issued. Any discrepancies between the school's inventory and monies collected shall be reported to the Assistant Superintendent of Business Services for auditing purposes.