Procedure Number:CS 3.3.1.3Procedure Title:NVC Vending Machine Refunds

I. **Purpose** Issue Vending Machine Refunds

II. Procedure Statement

III. Individuals who lose their money in Vending Machines will be issued a refund.

Step 1: Obtain information from individual.

Record the following information on the vendor's refund form: name, date of issue, machine location, reason for refund, and amount lost

Step 2: Obtain cash.

Obtain cash from the cashbox

Step 3: Provide refund.

Give cash refund to the individual

Contact for Interpretation:

Director, Student Life

Relevant Board Policy: Relevant SACSCOC Principle:

N/A CS 3.3.1.3

Last Updated:___ September 22, 2016_____

Approved: _____ Vice President for Student Success