

Vending Committee Accepting Fund Requests (May 6-June 8)

Every soda, juice, candy bar and pack of crackers purchased from a campus vending machine has the potential to benefit your department.

Each year, a portion of Clemson's vending machine revenues is allocated to fund activities not normally supported by departmental operating budgets. Clemson's Vending Committee accepts requests for Vending Committee funds and awards these funds during its June meeting.

Any department or recognized University organization may request funds for specific activities – no blanket allocations are made and funds are not intended to supplement inadequate operating budgets. Vending funds cannot be used for alcoholic beverages. According to the Budget Office Policies and Procedures Manual, "priority will be given to local activities that enhance the intellectual and cultural life of the community."

To make your funding request, download a request form at P:\CUBSRPT\Vending Committee Allocations and have your Budget Center Business Offices submit to the Vending Committee via email to budgets@clemson.edu between May 6 and June 8, 2015.

- Requests should include itemized funding dollar amounts requested along with a summary explanation of the intended use of funds.
- Requests from academic departments should be coordinated through their respective Budget Center Business Office.
- Requests from student organizations should be channeled through Student Government and then forwarded to the Student Affairs Business Office.

Please note that ALL requests should be **consolidated** and submitted by the Budget Center Business Offices.

Funds allocated in a fiscal year must be spent during that fiscal year. Any unspent funds by fiscal year end will be returned to the Vending Committee account.

Budget Center Business Officers will be sent a letter in June informing them of whether the requested funds were approved or denied.

For more information, contact La'Toya Ritter, at latoyaj@clemson.edu or 656-5272.