

# DISTRICT VENDING

The district has contracted with Coca-Cola to provide all beverage services throughout the district. Listed below are the current budget codes:

Revenue 17.(LOC).00.1916.1000.000.0000.8822.00. BRO.00  
Expense 17.(LOC).00.1916.0612.000.0000.8822.00. BRO.00

- **Description**

Coca-Cola takes a monthly inventory, records sales and determines the commissions for each site. Commissions will be posted to your account by the [Accounting Department](#).

Coca-Cola commissions are designated for each location's discretionary use. They may be used to purchase supplies or equipment, to pay for staff food, conferences, substitutes, etc. Additional expense accounts may be created upon request by contacting Budget Services, 303-365-5812. Contact the Accounting Department, 303-365-5810, if you have questions or concerns regarding your commissions.

Reconciliation and reviews of the district vending account are conducted by both the [Internal Audit](#) and the Accounting Department throughout the year. These reviews may include: bank deposits, deposits entered into Oracle, Coca-Cola statements, uses of district vending funds, and compliance of the contract (from Coca-Cola and the district).

Route drivers will stock machines periodically. If a machine needs to be repaired or refilled, contact the [Purchasing Department](#) at 303-326-1988. They will arrange for service.

Contact the Purchasing Department regarding Coca-Cola service for special events.

- **Procedure**

Revenue (commissions) will be submitted to APS and an operating deposit will be entered by the Accounting Department to distribute the funds to the Coca-Cola revenue activity account for your location.

Expenses should be charged to the Coca-Cola expenditure activity account for your location. See [Payment Methods](#) section of this manual.