**Policy**

In order to enhance the information upon which decisions concerning the location of Bureau owned vending machines and to maximize the revenues regardless of machine ownership the Bureau will install or cause the installation of, to the extent feasible, non-reset counters on all vending machines operated under the auspices of the Business Enterprise Program.

The operator or contractor responsible for stock and servicing the vending machines will keep and preserve such records as are necessary for providing a clear audit trail for tracing the revenues produced by individual vending machines.

When vending machines are operated in conjunction with a bill changing mechanism, the records must preserve the audit trail through any exchange of coins and bills.