

LJGS VENDING
1912 Napier Drive
Forestville, MD 20747
301-440-5157
410-320-2496

LOCATION AGREEMENT

Location agrees to allow placement of Snack and Soda Machine on premises

Placement shall be at no charge to location.

Owner agrees to service and supply with products _____ weekly monthly.

Machine may be removed at request of owner at any time. Machine will be removed within five working days of owner notifying location.

Title of machine will remain in the name of the owner.

LOCATION NAME: MARLTON ELEM School 8506 Old Colony Dr

ADDRESS: S. Upper Marlboro MD 20772
City State Zip

DATE: 1/28/19 PHONE: 301 952 7780

SIGNATURE: Valerie Gifford TITLE Principal

DAYS OPEN: _____ HOURS: _____ # EMPLOYED: _____

DAILY TRAFFIC FLOW: _____

OWNER: George H. Semper

COMMENTS: Vender agrees to a 20% return of gross profits to above name location.

Terms of Agreement 12 Months

Location agrees to notify Distributor at owners office within thirty (30) days in the event that the location should close.

Distributor agrees to continuously update employee training on location where applicable

Representative George H. Semper

LJGS VENDING

AGREEMENT

This service agreement is between LJGS Vending, George Semper, and Marlton Elementary School for the school year 2019

LJGS VENDING agrees to:

1. Supply and maintain candy and soda machine in clean serviceable condition.
2. Provide fresh sodas and or snacks weekly or bi-weekly as needed and fill machines based on supplied product survey.
3. Obtain county and state vending licenses for machines.
4. Pay applicable Maryland State sales taxes.
5. Respond to service calls for refill or mechanical failure within twenty-four hours.
6. Refunds will not be questioned due to failed function of the machine, except when habitually abused.
7. Provide your location with commission calculated as 20% of the gross sales quarterly.

Dated 1/28/19

Warren T. Morris

Warren T. Morris

Operator / Contact Person
(301) 423-9492 / (301) 717-7340

Dated 1/28/19

Valerie Gifford

Prince George's County Public Schools
Internal Audit Department
School/Office: Marlton ES

Response Date 1/24/2019

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented Implemented
1. <u>2019.01:</u> <u>Inadequate</u> <u>Documentation of</u> <u>Expenditures</u>	The principal and recordkeeping staff should ensure SFEFs are complete and properly approved prior to purchasing. Also, the recordkeeping staff should ensure the 'funds available' line on the SFEFs is properly completed prior to forwarding the form to the principal for final approval. The principal should use the "funds available" line to approve or reject an expense depending on the available amount.	Concur	Bookkeeper and Principal updated old form to include the account number and funds available during the audit. We received the Revised county form updated 7/1/2018 on 10/22/2018 and have been using since then.	10/11/2018	Implemented
2. <u>2019.02 Vending</u> <u>Machine</u> <u>Contract</u>	The principal must establish procedures to ensure that a current vending contract is established and maintained on file in compliance with BOE policies and procedures. Otherwise, the principal must consult with Purchasing and Supply Service for identification of an alternate vendor.	Concur	Vending Contract with L J GS Vending	1/24/2019	Implemented Implemented With Signing the contract on 1/29/2019 <i>Approved after Contract on 1/29/2019</i>

Principal Signature Valerie Lifford

Date 1/25/19