

Chapter: General Financial Provisions	Effective Date: 7/1/24
Rule: Canteen Operations	Page: 1 of 1
Statutes: Human Resources Code §242.062	Replaces: GAP.385.9933, 1/1/17

(a) **Purpose.**

This policy provides for the operation of canteens in Texas Juvenile Justice Department (TJJD) residential facilities or contracting for such operations.

(b) **Definition.**

Canteen--any vending operations accessible to youth.

(c) **General Provisions.**

- (1) Residential facilities may operate canteens on campus.
- (2) Should the residential facility choose not to operate its own canteen, the facility may contract with its Community Resource Council (council) or another entity to provide canteen services.

(d) **TJJD-Operated Canteens.**

- (1) If the residential facility operates its own canteen, merchandise purchases for resale, salaries, and other expenses are paid from appropriated funds (i.e., the Canteen Revolving Fund). The canteen budget must be included in the facility operating budget and approved by the TJJD Board.
- (2) Revenues from canteen operations are deposited into the Canteen Revolving Fund. Profits after canteen expenses and sales taxes are deposited into the Student Benefit Fund in accordance with [GAP.385.9971](#). The sales taxes are deposited into the State Treasury.
- (3) TJJD maintains general procedures that address basic internal controls for merchandise inventory handling and cash handling.

(e) **Rules for Contracting for Canteen Services.**

- (1) TJJD may contract with a local council or another entity for canteen services. A written contract is required and is to include the specific service to be provided and the consideration to be paid, if applicable, in accordance with [GAP.385.1101](#).
 - (2) If TJJD agrees to make any expenditures related to the operation of the canteen, such payments will be made from the Canteen Revolving Fund. Any proceeds paid to TJJD for the canteen operation are deposited into the Canteen Revolving Fund.
 - (3) The contracted entity is responsible for collection and deposit of all sales taxes to the State Treasury.
 - (4) TJJD employees may assist in the provision of canteen services while on duty only when doing so does not interfere with regular job duties or the safety and security of TJJD youth and staff.
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