

**Commission on Student Affairs  
Resolution 2013-2014A  
Printing of Receipts in Dining Facilities**

Approved by the Commission on Commission on Student Affairs:	March 20, 2014
First Reading by University Council:	April 7, 2014
Second by University Council:	April 21, 2014
Approved by the President:	April 21, 2014
Effective Date:	Spring 2015

**Whereas**, The Virginia Tech Comprehensive Waste Management Plan calls to “reduce all waste streams in all campus units”; and

**Whereas**, Virginia Tech, on average, currently prints over 30,000 receipts a day (Virginia Tech Dining Services); and

**Whereas**, it currently takes approximately between 3.5-4.5 seconds for each receipt to be printed, causing longer wait times; and

**Whereas**, a large proportion of receipts are not used and immediately discarded, or contribute to campus litter; and

**Whereas**, a reduction in printed receipts will not only reduce the University’s waste stream, but will offer considerable cost savings as well; and

**Whereas**, the Director of Dining Services and the Bursar’s Office have expressed openness to a change in policy regarding the printing of receipts; and

**Whereas**, Virginia Tech Policy 5505, Article 3, Section 3.5, Clause 1 states that the University shall “reduce the consumption of paper and other office supplies”; and

**Whereas**, recommended by University Policy 3600: Funds Handling and Deposit of Local Funds, the Virginia Tech Funds Handling Guidelines and Procedures, Section 3.2 states "The original receipt must be given to each customer for in-person transactions"; and

**Whereas**, it is the opinion of the Virginia Tech Student Government Association that customers of Dining Services should have the option to decline having a receipt printed when using a Hokie Passport;

**Therefore be it resolved**, that the Virginia Tech Funds Handling Guidelines and Procedures, Section 3.2 be revised to state "An original receipt must be given to each customer for in-person transactions. When the Hokie Passport is used as a form of payment, an accessible electronic customer transaction record is created and original paper receipts are optional"; and

***Be it Further Resolved***, that upon successful completion of a pilot program to be carried out by Dining Services no later than the 2015 Spring Term, customers of Dining Services who choose to use their Hokie Passport as a form of payment shall have the option to not have a printed receipt so long as it is not needed to complete the order.