



Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Automated Teller Machines

Effective Date: July 1, 2006

Revision Date: September 16, 2025

Policy Number: 3.2

Sponsor: Office of the Treasurer

Purpose

To provide uniform guidance to all Metro agencies who want an automated teller machine installed on their premises.

Definitions

Automated Teller Machine (ATM): A machine at a bank branch or other location which enables a customer to perform basic banking activities such as checking one's balance, depositing, withdrawing or transferring funds, even when the bank is closed.

Blind Vendors: Any person who meets the requirements for services through Tennessee's Business Enterprise Program for the blind as defined in T.C.A. § 71-4-502.

Tennessee Business Enterprises (TBE): A vending facility program for blind vendors administered by the State of Tennessee Department of Human Services, Services for the Blind and Visually Impaired.

General Policies

State statute provides that blind vendors must be given priority in the establishment and operation of vending machines located on public property. ATMs are considered to be included in the definition of vending machines. Therefore, Metro agencies that want to install an ATM must work with the state's Department of Human Service's TBE to determine if a blind vendor is available at the desired location to provide services where they would like to place the ATM. If the TBE declines the request, the Metro agency must contact the Office of the Treasurer to provide approval.

The Officer of the Treasurer shall be responsible for contacting Metro's current financial institution for depository banking services to determine if the bank wants to supply an ATM at the desired site. If the bank declines to place an ATM, the agency is free to pursue the installation of an ATM with other vendors in accordance with Metro procurement rules and regulations.

If a blind vendor places the ATM, the agency requesting it shall work with the TBE and Metro's General Services Department to ensure that the location has the required infrastructure to accommodate the ATM and to coordinate the installation.

If Metro's bank will be placing the ATM, the agency requesting it shall work with the Treasurer's Office to execute the necessary bank agreement covering the ATM. The Treasurer's Office shall work with Metro's Legal Department and the bank to finalize an ATM agreement. Once the agreement is signed, but not before, the requesting agency shall work with Metro General Services, the Treasurer's Office, and the bank to ensure that the location has the required infrastructure to accommodate the ATM and to coordinate the installation.

If neither the blind vendors nor Metro's bank wishes to place the ATM, the agency requesting it shall work with the Department of Finance's Procurement Division to secure one through another vendor. Once that process is completed, the requesting agency shall work with Metro's Department of General Services to ensure that the location has the required infrastructure to accommodate the ATM and to coordinate the installation.



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Applicable Local, State or Federal Regulations

Metro. Charter art. 8, § 8.103: The director of finance shall be responsible to the mayor for the administration of the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.

Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.

Metro. Charter art. 8, § 8.106: The metropolitan treasurer shall supervise and be responsible for the custody and disbursement of all funds belonging to the metropolitan government and all funds handled by metropolitan government officers as agents or trustees except as otherwise provided in this Charter or by ordinance or general law not inconsistent with this Charter.

Tenn. Code Ann. § 71-4-501: It is the intent of the general assembly to grant to blind individuals a priority in the establishment and operation of vending facilities on public property in this state. To that end, this part shall be liberally construed to give the blind individuals who are eligible for such priority the greatest possible opportunities to operate such vending facilities so that they may become self-supporting.

Tenn. Code Ann. § 71-4-502 (3): 'Priority' means the right of the department to establish on any public property a vending facility to be operated by a blind individual. This priority means that when the department has surveyed a public property and determined that such property is suitable for the location of a vending facility, it shall have the right of first refusal and the exclusive right to the operation of any and all vending facilities on any public property that it determines are capable of being operated by a blind individual that it licenses, or by an individual who may be operating the facility as a temporary manager until a licensed blind individual can assume the operation of the vending facility. Except as provided in subdivision (4) and §§ 71-4-504 – 71-4-506, the priority shall apply to all existing, altered, or new buildings, facilities, or grounds. This priority shall be exercised exclusively by the department in its sole discretion on behalf of legally blind individuals who are qualified and licensed as vending facility managers by the department and who are deemed capable of providing the type of service required by the management of the public property.

Tenn. Code Ann. § 71-4-502 (4): 'Public property' means all property owned or leased by the state of Tennessee, any county, municipality, or any other entity that is created by act of the general assembly to perform any public function; provided, that primary and secondary schools, and entities created under title 42, and their operations, are specially excluded from this definition.

Associated Policies

None.

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the



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actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025