



DOING BUSINESS WITH THE SLICE OF SHOREVIEW

Policy updated November 2, 2005

THE SLICE OF SHOREVIEW
207 St. Marie Street
Shoreview, MN 55126

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www.sliceofshoreview.com

The following outlines the policies and procedures, set forth by the Slice of Shoreview Committee (the Committee), for all parties doing business with the Slice of Shoreview (the Slice).

1. **Purchase Orders.** Any party doing business with the Slice of Shoreview must first obtain a written Purchase Order. The Committee will only issue payments for approved goods or services detailed in a Purchase Order.
2. **Contracts and Agreements.** All contracts and agreements must include the contractor's name, address, phone number, description of items or services purchased, specific dollar amount and be approved by the Committee in advance. Once approved, the Finance Committee will issue a written Purchase Order for that contract or agreement.
3. **Vendors and suppliers.** All companies and individuals providing goods or services to the Slice of Shoreview must receive a written Purchase Order in advance. Invoices must be received by the Slice of Shoreview Committee no later than August 31st and include the following:
 - a. A written description of all goods or services provided.
 - b. The name, address and phone number of the vendor.
 - c. Reference to the Purchase Order number issued for the goods or services provided.
 - d. The exact amount billed.
4. **Paying participants.** Any party who is required to pay a fee for their participation in the Slice of Shoreview (*including, but not limited to concessionaires, display booth rentals, parade entrants, art & craft show exhibitors*) must remit payment by the deadline specified for their event. All payments, whether by cash, check or money order, must be made payable to "Slice of Shoreview", accompanied by a completed application for their activity and mailed to the above address. Separate payments and applications should be made for each activity.
5. **NSF checks.** Any funds returned by the bank for Non-Sufficient Funds (bounced checks) will be assessed a \$25 handling fee. Any participant not paid in full before the opening of the Slice of Shoreview will be excluded from the event.

The mailing address for all Slice of Shoreview correspondence is:

**The Slice of Shoreview
c/o Ms. Jacci Krebsbach, Chair
207 St. Marie Street
Shoreview, MN 55126**