

## **ALL PROGRAMS**

### **ICE TIME**

**EFFECTIVE FOR THE 2010-11 SEASON ALL ICE TIME MUST BE OBTAINED BY USING A MINNESOTA HOCKEY PURCHASE ORDER.**

1. Reserve the ice time needed for your program.
2. Email this information to your General Manager/Advanced Program Director showing the address of the arena, the dates, number of hours and cost per hour. It is also very important to show which Program is requesting the Purchase Order.
3. The General Manager/Advanced Program Director will approve the email indicating that the number of hours requested is correct and the proper Program is shown.
4. The General manager/Advanced Program Director will then email this request to Kathy Hayes in the Home Office. (kathyh@minnesotahockey.org)
5. Kathy will then prepare a Purchase Order based on the information shown above and send it to the General Manager/Program Director and the Arena.
6. Once the Ice Time is completed the Arena will then send in an invoice showing the Purchase Order number to the Home Office and a check will be issued for payment.
7. If additional Ice Time is required start over with step 1.

**NOTE--NO ICE TIME WILL BE PAID UNLESS THERE IS AN APPROVED PURCHASE ORDEDR.**

**If you have any questions contact, Jim Bullard, 763-355-5310, or email [jebez@comcast.net](mailto:jebez@comcast.net).**