



ICE TIME

All ice time for the programs must be reserved on a Purchase Order provided by Minnesota Hockey even if a contract needs to be signed.

To obtain your P.O. #:

1. Send the ice time requested to your Program Director showing the name and address of the arena, dates, hours and cost of ice per hour and program name.
2. The Program director will submit this information to the Minnesota Hockey Business Office requesting the Purchase Order.
3. The purchase order will be processed and sent directly to the arena and copy sent to the Program Director.
4. If additional ice is needed a new/revised purchase order will need to be obtained.

All ice time will be paid at the time of completion upon a receipt of an invoice from the arena showing the purchase order number, and program name. To receive timely payment, the amount shown on the invoice must be the same as the amount shown on the purchase order; otherwise the payment for the invoice will be held until Program Director either a.) explains in writing why the amount is different or b.) communicates with the arena to clarify the amount owing.