

**Central Pennsylvania Food Bank
Shared Maintenance Payment Policies**

Membership Fees – The Annual Membership Fee of \$25.00 per agency account is invoiced in July of each year and due within 30 days of receipt. New agency membership fees are prorated dependent upon the date account is opened.

New Agency Accounts - New agency accounts are created on cash and carry terms for a period of six months. **Payment must be made by an Agency check. Personal checks or cash WILL NOT be accepted.** Thirty-day credit terms may be requested in writing on agency letterhead following six months of membership. New agencies may place funds on their account, which may be drawn upon for purchases. The balance shows on the bottom of invoices as **AGENCY FUNDS ON ACCOUNT****.

30-Day Credit Terms - All agencies in good standing are eligible for thirty-day credit terms. (New agencies are eligible following the initial six month probationary period.) Monthly statements are sent by the 10th of each month and any balances due are payable, by agency check, within ten days of receipt if the invoice has not previously been paid. **It is important to put the invoice number(s) that you are paying OR your Agency Account # on the check / check stub so we know where to credit your payment.**

60 Days Past Due – Notice of delinquent accounts 60 days past due are sent along with monthly statements. Copies of outstanding invoices are available online or by calling Karin Pace. If payment for 60 day past due balances is not received within ten days of statement receipt, the account is placed on cash and carry terms for future purchases. It is the agency's responsibility to contact Karin Pace at 717-564-1700 Ext. 2318 to discuss plans for payment of past due balances.

90 Days Past Due – Membership privileges of accounts that are 90 days past due are temporarily suspended. If the account is paid in full, membership privileges will be reinstated on cash and carry terms for a period of no less than three months. The agency may request return to 30-day credit terms, in writing, after the three-month probationary period.

120 Days Past Due – Membership privileges are suspended indefinitely. Reinstatement of membership privileges will be determined only if payment is received. If the account is reinstated, it will be on cash and carry terms only for a probationary period of no less than six months. The agency may request return to 30-day credit terms, in writing, after the six-month probationary period, however approval of these terms are at the discretion of the Food Bank.

Money on Account** - An agency has the option of making a prepayment to their account which may be drawn upon for purchases. The balance shows on the bottom of invoices as **AGENCY FUNDS ON ACCOUNT**. Donations to your organization may also be deposited into your account at the Food Bank. **(Remember to use your account #!)**

SFPP Funded Programs - State Food Purchase Program (SFPP) grants may be used to cover the cost of nutritious food items only. Items not covered by the grant include cleaning products, personal care products, paper products, carbonated beverages/sodas, water, candy, gum and condiments. For further clarification of SFPP allowable items, contact your county's lead agency. If your program has SFPP grant funds on account with the CPF, your grant balances will be displayed at the bottom of each invoice. Grant balances and payments due are also available online through the Primarius Online System.

Cumberland & Dauphin County SFPP Direct Purchase Agencies - Direct purchase invoices (the total of which may not exceed the agency's annual allocation) must be submitted for payment to Karin Pace, Accounting Assistant, CPF, 3908 Corey Road, HBG, PA 17109 within five days of receipt of invoice.

Questions on Account Status – Questions regarding Shared Maintenance accounts are to be directed to Karin Pace at 717-564-1700 Ext. 2318.