

Accounting Procedures

Online Check-Out, Sunday, September 8, beginning at 5:00 p.m. MST, through 3:00 p.m. MST, Monday, September 9.

We have automated the accounting processes to make them easier and more efficient for you. All payments will be processed online, by credit card. BAM accepts Visa, MasterCard and Discover.

Beginning September 8 at 5:00 p.m., go to BAM's *Art in the Park* Food Vendor Info Center, <http://www.boiseartmuseum.org/art-in-the-park/art-in-the-park-food-vendor-info-center/>;

- Click the "**Food Vendor Final Accounting Form**" button;
- Enter your information, gross sales, and the total dollar amount of any BAM VIP \$5 vouchers you collected into the form. The form will automatically calculate the sales tax and 25% commission amounts. Click "Next;"
- Enter your credit card information, and click "Submit." You will receive an email confirmation.

No in-person check-out is available. No cash payments or split forms of payment will be accepted.

Food vendors are responsible for maintaining sales documentation, showing individual transactions with Idaho sales tax (6%) listed separately. Detailed reporting for all sales must be available upon request, as BAM will audit food vendor accounting at random during the months following payment processing.

Payment is due and owing to the Boise Art Museum and collection efforts will be taken when necessary. Food vendors who fail to submit full sales reporting by the deadline, or falsify sales figures, will forfeit consideration for participation in future *Art in the Park* events.

Non-payment by Food Vendors

BAM employs an electronic Customer Information Management (CIM) system, available through our online merchant provider. The CIM system is a database that legally and securely stores the credit card data provided when vendors pay their *Art in the Park* fees. In the event a vendor does not submit the Final Accounting Information and payment by the **deadline, Monday, September 9 at 3:00 p.m. MST**, BAM will use the credit card information provided during the booth payment. Every effort will be made to contact vendors prior to charging their credit cards.

Thank you!

Once again, we want to thank you for being part of *Art in the Park* 2024, and making it a success!