

St. Mary Scrip Program POLICIES AND GUIDELINES

1. Scrip orders must be accompanied by payment in cash, check, or charge made payable to St. Mary Scrip. There is a \$20.00 charge for returned checks (NSF).
2. Scrip certificates purchased are NOT tax-deductible because participants receive dollar for dollar value.
3. Participants are responsible for verifying their order at the time of receipt. In the unlikely event that a discrepancy should occur, participants should contact one of the coordinator's within 24 hours of receipt.
4. Scrip certificates have a cash equivalency and should be handled accordingly. The St. Mary Scrip program is not responsible for certificates that are lost, stolen, or misplaced while in your possession.
5. Orders placed online should be completed by 9 am on Monday. Orders received after that may be held until the following week.

BACKPACK ORDER PROGRAM

6. Families with children at St. Mary School who wish to have their child bring home their scrip must read and sign the Backpack Waiver. Participating families will receive a green backpack envelope used for ordering and delivery of scrip certificates.
7. Backpack envelopes should be sent in to school on or before Monday of each week. It is the student's/parent's responsibility to see that envelopes are turned in to the homeroom teacher. Orders received after 9:00 am Monday may be held until the following week. Refer to the Scrip calendar for dates of operation.
8. Completed scrip orders will be delivered to the classrooms each Friday in the green backpack envelopes only. We will not deliver scrip certificates to your child's classroom unless we have your green backpack envelope. If we do not have your green backpack envelope when we fill your order, your certificates will be available for pick up at the weekend order times. If you wish your scrip order to be delivered to someone other than yourself or your child, you must authorize that in writing on the order form. Replacement envelopes will be available at a charge of \$1.00 each for lost or misplaced envelopes.
9. If you place an order at the weekend order times please turn your green backpack envelope into school on Monday.