

## Policies of the Scrip Program

Scrip is gift certificates and is just like cash! Neither Immaculate Conception Church and School nor the Scrip coordinators are responsible for lost or misplaced certificates.

The program will run year round with the reporting period of June 1<sup>st</sup> through May 31<sup>st</sup> of the following year. Limited quantities of heavily requested certificates are kept in stock. Points of sale may be the church office, masses, school office, or by correspondence to these locations. During the school year, purchases may be made in the school cafeteria on the first school day of the week from approximately 8:00 – 8:45 am. Large quantities of certificates and certificates not kept in stock may be ordered.

Order forms are available on the school website at <http://school.icchurch-school.com/scrip.php>. To see an updated list of retailer gift certificates available through Great Lakes Scrip, please go to [www.glscrip.com](http://www.glscrip.com).

Completed order forms are due to the school office by 10:00 am Monday to be processed that week. Late orders will be held until over to the next week. Orders are processed every Monday and will usually be available by Friday during the school year.

On the back of the Scrip order form, indicate how the filled Scrip order is to be picked up or delivered. If a school student is designated to bring a filled Scrip order home, the Scrip envelope will be given to them to place in their backpack.

Cash and checks are the only accepted form of payment for SCRIP purchases with the payment made at the time the order is placed. Checks must be made payable to “Immaculate Conception PTO” or “I.C. PTO”.

Anyone writing a check with insufficient funds will pay the bank fees in addition to repaying the cost of the purchase. No further personal checks will be accepted for Scrip purchases. Purchases will have to be with cash, money orders, or cashiers checks.

A Retail Rebate Agreement Form must be filled out to be kept on file in the school office. You must designate that the profit you earn from Scrip purchases will go as fundraising for the PTO (your profit will be tax-deductible) or that you would like the profit that you earn from Scrip purchases to go toward tuition reduction for the next school year (your profit will not be tax-deductible).

Certificates may have expiration dates and some stores limit the amount of change returned from redeeming a certificate.

Available denominations and profit percentages may change during the year.

Any questions about the program should be directed to Rose Weaver and Mary Buchanan, SCRIP coordinators, at 226-8433 ext. 105.