



## REGINA SCRIP PROGRAM PROCEDURES

In order to participate in the Scrip Program you must have an Enrollment Form on file.

### **Placing a Scrip Order**

Scrip Order Forms will be sent home in filled orders on Friday. Scrip Order Forms may also be printed off this website; a link to the most current order form is on the Scrip page.

Order forms and payment must be received by the Scrip Office by 9:00 am Monday morning of order weeks. Scrip Orders may be sent to school with your child, turned in to the Elementary or High School Offices or dropped in the Scrip Mailbox. Any orders which are received after 9:00am on Monday will be collected and kept in the Scrip Office for the following week's order. We will attempt to contact you if this happens and we are unable to fill your order.

All Scrip orders are to be prepaid. A check or money order must accompany your order form. If you have set up a ShopWithScrip.com account through the Scrip Coordinators, you may request the PrestoPay payment option. PrestoPay enables payment from your checking account using the same electronic payment transfer used by direct deposit systems. To sign up, visit the secure PrestoPay area at ShopWithScrip.com and enter your checking account information. After verifying the checking information, you will receive a secure approval code to share with your Scrip Coordinator. Then you can choose to pay with PrestoPay at the time of your online order and have payment securely transferred from your checking account. A 15 cent convenience fee will apply.

In the event that your Scrip order cannot be placed, you will have a credit on your Scrip account. You will be notified of this and given instructions for using the credit.

### **Picking up your Scrip Order**

Scrip orders placed on Monday will be available for pick up or sent home with your child on Friday. Your Scrip order is delivered according to your instructions provided on the Waiver of Responsibility Form.

#### ***If you designated that you will pick up your order in person:***

Orders may be picked-up on Friday morning from 8-9 in the Scrip Office or from 3:00 - 3:20 pm in the High School main lobby.

#### ***If you enrolled with your JR/HS student to pick up your order:***

Your child will be called to the High school office on Fridays to pick up your family order. A Scrip volunteer will be there to assist in handing out the orders.

#### ***If you enrolled with your elementary student to bring home your order:***

Backpack orders are sent home on Fridays in your elementary student's backpack. If your order is not in the backpack, please first contact your child's teacher to see if it was handed out. If you are still unable to locate your order, email the scrip office or contact a Scrip coordinator.



## PROGRAM RULES & GUIDELINES

- Each family will have a unique Family Account. This Family Account name must appear on all orders to ensure your purchases are accurately recorded.
- A check or money order payable to Regina Scrip must accompany all orders. Please do not send cash with your student. Scrip certificate payments are not tax deductible because you receive dollar for dollar value.
- If your check is returned because of non-sufficient funds (NSF), you will be charged a \$30 fee payable to Regina Scrip. After two NSF checks are tendered on your account, your Scrip ordering privileges will be limited to money orders only.
- Regina Scrip will provide a summary of each participating family's account at our fiscal year end (in April).
- Scrip certificates are purchased on your behalf, and are not returnable or refundable.
- When you receive your Scrip certificates, open your order and verify its accuracy. Notify the Regina Scrip Office at 337-4781 or by e-mail within 7 days of any discrepancy.
- Scrip certificates are the same as cash, and should be handled accordingly. Regina Scrip will not be responsible for certificates that are lost, stolen or misplaced while in your possession. Some Scrip certificates are subject to expiration dates and/or non-use penalties. You are responsible for observing the terms of your Scrip.
- Regina Inter-Parish Catholic Education Center will not be responsible for loss of Scrip certificates or monies to purchase certificates.
- End of year earnings of less than \$5 will automatically be donated back to Regina/Scrip Program.

You must sign the WAIVER OF RESPONSIBILITY form before certificates will be released with your child. These forms are kept on file; The Regina Scrip Program accepts no responsibility for certificates delivered in this manner.