

## Sacred Heart Scrip Policies

The Scrip Committee felt we should republish the Scrip Policies so everyone was aware of them.

### ORDERS WITHOUT PAYMENT

Scrip orders will not be processed unless payment accompanies the order. The Scrip Coordinator/Co-coordinator will try and contact you. They will ask you to send a check and the order will be processed the following week.

### REDEEM SCRIP OR SCRIP GIFT CERTIFICATES FOR CASH

Scrip Gift Certificates or Scrip are not redeemable for cash.

### ORDER FORMS

We are now printing the date in the upper right hand corner of the order form. If you have old order forms, please throw them away immediately. The new order form has been updated. You may also print the Scrip order form from the Sacred Heart website: [www.sacredheartwloo.org](http://www.sacredheartwloo.org)

### POSTDATE CHECKS - HOLDING CHECKS

When placing an order we will not hold checks or allow you to post date a check.

### RETURNED CHECKS

If a check is returned "insufficient funds", we will pursue payment (bank fee and scrip that was issued).

### DISCREPANT ORDER

**PLEASE CHECK YOUR ORDER FOR ACCURACY!** If an order contains an error (ie, total order is greater than money received, total for a vendor is added incorrectly, an old order form was used and the denominations have changed, etc), the Scrip Coordinator/Co-coordinator will try to contact you prior to the order being placed. They will ask you what adjustment they can make to the order. If they can't reach you, they will make the order adjustment and send you a note with your filled order. The amount of Scrip ordered must equal the amount of money received.

### PURCHASE OF SACRED HEART GIFT CERTIFICATES

You may purchase Sacred Heart Gift Certificates. The gift certificate may be redeemed for Scrip from any Scrip vendor. These gift certificates must be used by the expiration date listed on them. The person (or their TRIP designee) who buys the Sacred Heart Gift Certificate will be the recipient of TRIP. The person who redeems the gift certificate will not receive any TRIP.

### EXPIRED VOUCHERS/GIFT CERTIFICATES

If a parishioner turns an order into the Scrip office with an expired Scrip voucher or Gift Certificate, the Scrip Coordinator or Co-coordinator will try to contact the parishioner to tell them the voucher/Gift Certificate has expired and can not be used. If they are unable to reach the parishioner, a note will be written on the order form as to what occurred.

### BACKORDERS

If the Scrip office is notified of a backorder, the Scrip Coordinator or Co-coordinator will fill out the Scrip backorder form and place it your order envelope. This will tell you exactly what was backordered and when it will be received. Once the backorder is received the Backorder Filled form will be filled out and sent with the backorder to the customer.

### UNDELIVERED SCRIP

Undelivered Scrip will be returned to the Rectory (your child or child's teacher is ill, the orders didn't get handed out at school, etc). Please contact the Rectory to make the necessary arrangements (234-4996).