

## ***Ordering Scrip at St. Mary of the Immaculate Conception***

St. Mary's Scrip program processes Scrip orders based on the following policy:

All orders for Scrip must be paid for prior to receiving the Scrip. Scrip may be paid for with cash, check or Presto Pay (electronic funds transfer arranged through ShopwithScrip.com).

### **Scrip-to-Go**

These are physical Scrip cards available on hand. They may be purchased after any weekend Mass (excluding Easter), in the school office during the school day or in the parish office when school is not in session. The order form with the vendors that are carried in inventory can be found on the parish website.

Scrip-to-Go can be paid for with cash or check.

### **ShopwithScrip.com**

**Order on-line & pay with Presto Pay:** Buyers enrolled in our program can order Scrip at ShopwithScrip.com and pay with PrestoPay if they have completed the approval process at ShopwithScrip.com.

Buyers with PrestoPay can Reload physical Scrip cards, and purchase other digital forms of Scrip (Scrip delivered to your Smart phone or printed at home).

Any physical Scrip cards that are ordered must still be picked up at St. Mary. The buyer should print the "Family Order Receipt" and bring it to St. Mary when they come to pick up their Scrip order. Physical Scrip cards that are part of the regular inventory on hand (i.e. Woodman's, Kwik Trip, Kohl's) and are ordered through Presto Pay are available based on the following schedule:

- Orders placed prior to 8:30 a.m. Monday may be picked up after noon Friday of the same week. If no inventory is available to fill the order, the buyer will be notified.
- Orders placed after 8:30 a.m. Monday will be available the following Friday (10 days later).
- Buyers always have the option of paying by cash or check for Scrip-to-Go inventory on hand.

Physical Scrip cards that are not part of the regular inventory on hand and are ordered on-line and paid for with Presto Pay are available on the following schedule:

- Orders for special physical Scrip cards that are placed prior to 8:30 a.m. Monday should be available the following Friday after noon that same week unless holidays delay delivery, ShopwithScrip.com is out of inventory or major storms or other Acts of God prevent delivery on a timely basis. Buyers will be contacted when these order are available.
- Any orders for special physical Scrip cards that are placed after 8:30 a.m. Monday will not be available until Friday noon the next week. Example: Cards ordered at noon on a Tuesday would not be available until the Friday (10 days later).

### **Order on-line & pay by check or cash**

Buyers enrolled in our program can order Scrip at ShopwithScrip.com and pay by check. The buyer places their order on-line, prints their "Family Order Receipt", and brings their "Family Order Receipt" along with their check or cash anytime Scrip is available for purchase. Scrip that is in inventory can be picked up when the Family Order Receipt and the payment are presented as long as there is adequate inventory on hand. If no inventory is available, the buyer will be notified when the Scrip is available.

Physical Scrip cards that are not part of the regular inventory on hand and are ordered on-line and paid for by check are available based on the following schedule:

- Orders for special physical Scrip cards that are placed and paid for prior to 8:30 a.m. Monday should be available the following Friday after noon that same week unless holidays delay delivery, ShopwithScrip.com is out of inventory or major storms or other Acts of God prevent delivery on a timely basis. Buyers will be contacted when these order are available.
- Any orders for special physical Scrip cards that are placed and paid for after 8:30 a.m. Monday will not be available until a week from Friday. Example: Cards ordered at noon on a Tuesday would not be available until the Friday (10 days later).

On-line orders for Scrip card reloads or other forms of electronic Scrip paid for by check follow the same 8:30 a.m. Monday deadlines as stated above.

Periodically the Scrip Committee reviews the Scrip Program sales and makes changes to inventory held on hand and sales times and delivery deadlines.

### **Fees**

The St. Mary Scrip program charges a \$20 fee for any checks that are returned or any Presto Pay withdrawals that cannot be honored by the bank. ShopwithScrip.com also charges a fee for any Presto Pay withdrawals that cannot be honored as described on their website.