

## A GIFT FOR OUR CHILDREN Online Ordering Instructions

Welcome to the wonderful world of scrip! These businesses kick back a donation to Sacred Heart School (the percentage our school earns is listed next to each vendor) every time we pay with scrip. Scrip is simply a gift certificate that allows this donation to be processed. Scrip is worth the full value of what you pay.

To order:

1. Click on 'Send Scrip Order'. It will bring up a blank email message form. In the subject line put 'Scrip Order'.
2. In the body of the message list the Vendor, the denomination wanted and the total dollar amount for each vendor. If you do not indicate a preference on vendors with a variety of denominations, the volunteer processing the scrip orders will choose for you.
3. After listing all desired vendors, denominations and purchase amounts, put a TOTAL at the bottom of your email.
4. Do not add any tax.
5. Tell us what family you would like the credit to go to. Use oldest child's last name and grade.
6. Give your Visa number, address and expiration date. This information is only as secure as any email message. Please use your own discretion.
7. Timeline: Orders are processed between 3:30 and 4pm every Monday, so be sure to hit 'send' prior to that time! Your scrip gift certificates will be delivered to you on Thursday. They will arrive in your family envelope, along with a new order form.

***Order on Monday -- receive scrip on Thursday! It's as simple as that!***