

\$CRIP PROGRAM POLICY
September, 2008

OFFICE HOURS: Monday, Wednesday, Thursday and Friday, 8am – 3pm when school is in session. Closed Tuesdays year round.
Hours will vary during summer vacation and “no school days.” Watch ‘SCRIP UPDATES’ for our hours.
Phone: (231) 755-2201, ext. 344 Fax: (231) 755-2415 E-mail: scrip@gmcs.org

PHONE OR FAX ORDERS: Orders may be called (755-2201, ext. 344) or faxed (755-2415), 24 hours a day; 7 days a week.
Give your name, pick-up location, and method of payment, vendor name, quantity, and denomination of each Scrip you are ordering.

PAYMENT METHODS: Check, cash, Visa or MasterCard (credit or debit) for orders placed in advance. You may elect to pay for your order when you pick it up; however, you may only pay for it with cash or check (no plastic).
Wesco may not be paid for with “plastic” anymore; we will accept cash, check or direct debit your checking or savings account.

DIRECT DEBIT: We *can* direct debit your savings or checking account for your Scrip. Stop in and fill out a form.

ORDERING AMOUNT “ANY”: The vendors with the denomination “ANY” will prepare a certificate in any dollar amount needed. The *minimum* amount they will do is printed next to their name on the order form. Please, when ordering from these vendors, do not include any cents in your order or in your payment. We do not deal with any change, round up or down to nearest dollar amount when ordering.

ORDERING DEADLINE: All written, phoned or faxed orders must be placed by 10:15 A.M. on Monday. Any orders received after this time will be processed the following Monday.

PICKING-UP ORDERS: New orders may be picked up after 11:00 a.m. on Thursday. Old orders carried over from previous weeks may be picked up at any time in the Scrip office during regular office hours. **If you need your order earlier than the normal pick up time, please call and request “an early pickup time” so that we can prepare your order ahead of schedule. We will no longer be able to interrupt our processing on Thursdays before 11:00 for non-requested “early” orders. The volume of Scrip we are dealing with during this time is extremely large and we must balance before releasing any orders. Thank you for your cooperation on this very important matter!**

MAIL ORDERS: Either money for postage or postage stamps will be provided by the customer receiving his order through the mail. These orders will be taken to the post office for mailing. Any orders not received via the postal service are NOT the responsibility of the \$crip office. \$crip office will NOT replace NOR refund the order.

STOCK PURCHASES: A limited variety of \$crip certificates are sold during regular office hours. We are located off the gym lobby entrance. Our stock is replenished every Thursday morning. **Note...we reserve the right to limit the quantities sold during one transaction.** For larger quantities of any one vendor, please order ahead.

\$CRIP STATEMENTS: The new \$crip year begins on the first Monday in June and will run through the last full week of May the next year. Statements are prepared three times a year; each September, January and May. The September and June statements will be attached to customer’s orders, handed to stock-purchasing customers or given to students to take home. Year-end Scrip statements will be included with your new tuition statement in July if applicable. invoice in July if applicable.

RETURN POLICY: If we sell the Scrip from our stock drawer, we will trade them for the Scrip of your choice. They must be in re-saleable condition and not have expired. If they are certificates we do *not* sell from our stock drawer, we will *not* exchange them. We will, however, sell them on a consignment basis and reimburse you when they are sold. **We will no longer exchange, refund or credit anyone for unused Scrip due to a vendor having GONE OUT OF BUSINESS WITHOUT NOTICE.**

VOLUNTEERS: **This successful program would not exist without our dedicated volunteers.** Interested? Give us a call for more information about becoming a Scrip volunteer at 755-2201, ext. 344.

PERSONAL GIFT CERTIFICATES
These are available through the \$crip office. They start at \$5.00 and the recipient may redeem these certificates for the \$crip of his/her choice. Call the Scrip office for more details 755-2201, ext. 344.