

## TRINITY LUTHERAN SCHOOL

### SCRIP POLICIES

1. The gift cards can be used as cash at the participating stores listed on the order form. Expiration dates may apply depending on the vendor. The rule we ask you to follow is to not to expect change when you make purchases with your gift cards. Therefore, pay as much as you can with the gift cards value towards the purchase price, and pay the rest with a check or cash.
2. You may purchase gift cards on Sunday mornings at Trinity Lutheran Church or at Trinity Lutheran School office during the week.
3. We must have a Scrip enrollment form on file for you to receive credit.
4. In the event that a gift card is purchased and needs to be exchanged (such as a refrigerator was going to be purchased and is out of stock at that retailer) it needs to be brought to the attention of the Scrip Coordinators within 48 hours of purchase. Each situation will be reviewed individually.
5. Your tuition account will be credited twice annually. Scrip profits can also be applied to your registration fees (applicable amount to be determined by the co-ordinators). Credits will be applied in January and August. For those paying tuition through FACTS the January credit will be applied to your total remaining balance. The amount of each of your remaining payments for the year will be reduced.
6. If your current year tuition has been paid in full, you may accumulate credit for the following school year.
7. An account may be set up for a young child or a baby to accumulate credit for enrollment at a later time.
8. Payment for Scrip needs to be by cash or check and made at the time of purchase. Post- dated checks ARE NOT accepted.
9. The profit generated from group purchased gift certificates will go to the Trinity Lutheran School general support fund. Example: All soccer team members go together and purchase a gift certificate for the coach.
10. You can obtain a Scrip order form in the school office or on line at the Trinity website: [trinitydavenport.org](http://trinitydavenport.org)
11. A Scrip order will be placed every Tuesday. All special orders need to be placed (with payment) in the school office by 8:30am Tuesday.

12. **If you are needing more than \$300 of a specific vendor please special order.**  
We have a limited supply on hand and want everyone to be able to receive what they need. The Scrip program has the authority to limit your purchase and require it to be a special order.
13. Trinity Lutheran School, it's faculty, it's staff, or the Scrip Committee is not responsible for any lost, destroyed, or misplaced gift cards as a result of your actions or of your students or others actions. If you special order gift cards in error, that too is your responsibility and they cannot be exchanged.