

HOW TO USE SCRIP

1. **Complete** a scrip order form. These can be found at the Church entrances or on-line at www.stmarymf.org.
 - a. Write in your name, parishioner id number, quantity and type of scrip gift certificates you'd like to purchase.
 - b. On the order form indicate school family, CF family or parish family with no children in either program.
 - c. Indicate where you will pick up your scrip: either in Church after weekend Mass or school or in the evening at CF.
 - d. We are willing to give your scrip to your child to take home only if we have received a signed waiver from you allowing this.
 - e. If purchasing on-line, your completed form is sent to scriponline@archmil.org. A completed EFT form must be on file before you use this method.
2. **Attach** either:
 - a. A check made out to St. Mary Parish for the full amount. **OR**
 - b. A completed form authorizing electronic funds transfer for those purchasing on line. (EFT forms only need to be completed the first time you use this method.) This authorization allows us to withdraw the exact amount of your scrip purchase from your checking account each time you purchase.
3. **Turn in** your completed form :
 - a. Before/after weekend Mass in the locked boxes at the Church entrances **OR**
 - b. Drop into the mail slot near the front door of the parish office anytime before Monday morning **OR**
 - c. Drop off in the school office not later than 8:15 am Monday morning.
 - d. Any orders (except those dropped off in the school) received after 8:00 am Monday morning will not be processed until the following week.
 - e. On-line orders must be received by 8:00 am Monday morning.
4. **Pick up** your order on Thursday of that week or after Mass on the weekend. Note that Pick n' Save cards are not activated for use until midnight Thursday.

