**SCRIP PROCEDURES**

**Note**: All Scrip should be kept in a drop-safe and properly inventoried on a weekly basis.

**Reconciling Grocery Store Scrip Sales/Inventory**

Every Monday the Scrip Coordinator reconciles the Scrip sales with inventory for the prior week.

This is done in the Parish/School Office. No checks/cash/or scrip are taken home.

At this time, the Scrip Coordinator endorses checks received during sales periods, runs a tape for her records and places a copy of the tape with endorsed checks in a sealed tamper evident bag in a drop-safe for the person making the deposit to pick up. After the deposit is made, the tape amount should be compared to the validated deposit slip.

A weekly sales summary and weekly inventory summary is done by the Scrip Coordinator and a copy should be given to the business manager. At any time, the Scrip Coordinator may be called on for an audit by the Parish/School office. At this time the inventory and all financial records may be reviewed for accuracy. This should be performed at least once a month.

On Mondays, the Scrip Coordinator separates out some inventory to be used for sales for the week/weekend. The Scrip Coordinator maintains a record and tape of the initial amount of cards placed in the Scrip box prior to sales. This box should be properly controlled and kept in a safe until the sales take place. On Friday afternoons, the Scrip Coordinator collects the yellow order forms, check, and order logs for the sales during the week. The Scrip Coordinator verifies that the remaining inventory in the scrip box balances with the order log for the sales period. All checks and sales records are then kept in the safe until they are deposited the following Monday. A separate and duplicate record of these sales is kept in the log book.

On Friday afternoons, the Scrip Coordinator collects pre-orders from the parish/school office or from the collection box. These orders are filled at the parish/school office and a separate order log is maintained as Scrip Coordinator’s orders. All checks for pre-order are kept in the safe until reconciled with the rest of the weekly sales on the following Monday.

On Friday afternoons, the Scrip Coordinator separates out inventory to be used for sales on Friday afternoons, Saturday evening mass, and Sunday morning masses. The Scrip Coordinator maintains a record and tape of the initial amount placed in the Scrip box.

An order log sheet documenting amount in this box before and after each sales period is kept with the scrip box and a copy is maintained in a binder that is kept in the scrip file cabinet in a separate location. In the unforeseeable event that the contents of the Scrip vault are lost, stolen, or destroyed (checks, sales records, inventory), will serve as the record of those contents. This record is kept in a place separate from the safe. The maintenance of separate records will enable the Scrip Coordinator to determine amount of Scrip inventory, identify checks, and identify pre-ordered scrip that may have been lost, stolen, or destroyed.

**Purchasing Scrip Sales**

Each week on Monday after reconciling the sales and inventory the Scrip Coordinator prepares a Purchase Order for scrip that needs to be purchased that week. The Scrip Coordinator calls each store to order the Scrip. At the time of order the name of the authorized runner is indicated so that this name is placed on the invoice. This name is verified by store personnel at the time of pick-up. Two runners make the trip to the store to pick up the scrip.

**Note**: Each parish/school should set up the following with the stores that they purchase scrip from: The stores will not accept a third party check for random purchases. If an individual other than the authorized Runner tries to use this check for purchases for Scrip or other “random” purchases it will be denied. The Runners signature and ID are on file at each store. At purchase time, they must show this ID and sign for the scrip.

A purchase order is prepared and given to the person who cuts the checks and obtains two authorized signatures on the checks, prior to giving the check to the Scrip Coordinator.

Prior to putting the check in the parish/school office for pick-up, the Scrip Coordinator calls the Runners to inform them that they need to pick up the check. The Scrip Coordinator then leaves the signed checks in an envelope addressed to the authorized runners in the office for pickup that day.

At this time, only Scrip purchased from Food Lion is delivered directly to the Parish Office via UPS. The scrip is in an inactive status (non-negotiable) until the Scrip Coordinator sends the check for payment. Once payment is received, the store calls to confirm that they have activated the scrip for use. This scrip is kept in the dropsafe and is not included with the other scrip until the cards are activated. At the store, both the runner and the store personnel sign, date, and indicate the check number on the invoice. The serial numbers for the scrip purchased are specified on this store invoice.

The Scrip is then immediately delivered to the parish/school office to be put into the drop-safe by the Runners. In the event that the Runner has the Scrip stolen from them, the serial numbers have been documented by the stores and will be immediately invalidated. The receipt of serial numbers is kept by Runner #2 at pickup.

It is the Runner’s responsibility to have purchase invoices signed with confirmation of the amount of Scrip received and delivered. The Scrip Coordinator confirms inventory and records the purchase on the weekly sales summary. All receipts for scrip purchased are filed with the purchase orders, kept separately from the scrip.

**Selling Scrip**

All volunteers should be properly trained and understand the above policies/procedures.

At each sales shift, the volunteers must confirm their opening and closing balances on the order log sheet. This form is signed by each volunteer. At time of sale the individual purchasing scrip signs their yellow order form and this receipt is kept by Scrip Coordinator for logging amount of Tuition Credit earned. All checks are immediately attached to the yellow order form and kept with the scrip box in the safe.

When an individual is picking up a pre-order, they must sign the yellow order form and give it to the scrip sales worker. These are kept with all other sales records until the Scrip Coordinator can reconcile them with the order log sheet for pre-orders.

The scrip sales worker prepares the order log sheet for their shift. This order sheet is prepared in duplicate. The original is kept in the safe as a record of sales for their shift. The copy of the log is kept in a binder that is kept in the scrip cabinet in a separate location.