

**PMCA SCRIP**  
**Program Policies and Guidelines**  
**September 2009**

**1. Description of the PMCA Scrip Program**

**a.** The goal of the program is to assist parents in reducing their cost of tuition. Through your regular purchases of Scrip you will accumulate credits in your account and earn a rebate on your child's tuition.

**b.** The Scrip program is *not* a substitute for general fund-raising efforts run by the school. This program is of primary benefit for you, the parent.

**2. Administration of the Program**

**a.** One-fifth (20%) of the rebate you earn on each Scrip order will be deducted by PMCA as an administrative fee. This covers the school's costs of running the program, including shipping and promotion.

**b.** Your rebate will be applied at least once a year and PMCA will send you a statement accordingly.

**d.** If you choose to direct a portion or all of your rebates to PMCA as a charitable contribution, such will qualify as deductible for income tax purposes. We will send you a receipt noting your net contribution. *The one-fifth administrative fee deducted from your rebate does not qualify as a charitable contribution.* Rebates which you direct toward another family's tuition *do not* qualify under IRS rules as charitable contributions and are therefore not deductible for tax purposes.

**3. Enrolling, Ordering, Paying, and Collecting Your Scrip**

**a.** Before you can purchase Scrip in any given school year you must complete an Enrollment Form, obtainable from the Business Office, advising PMCA of your home address, telephone number, and e-mail address. By enrolling in the program you implicitly give PMCA through its authorized agents permission to contact you by any of these means. All these details will be held in confidence and not distributed to third parties. You will automatically receive an occasional newsletter with information on promotions, Scrip vendors, and notification of changes to the Scrip schedule. (You will be given the option to remove your name from the newsletter list.)

**c.** Although only PMCA parents may enroll in the program, you may order in your name on behalf of anyone who wishes to direct your rebates as *you have designated on your Enrollment Form.* Bear in mind that *you* will be responsible for verifying and distributing any Scrip you order, whether for yourself or anyone else.

**d.** Your enrollment remains effective year on year unless you rescind

it. There is no minimum order requirement.

e. Orders for Scrip may be submitted on a paper form through the Business Office (Rhonda Currie) or through an online account. (For details on setting up an online account you should contact the Scrip Coordinator, John Davis.) Orders must be received by 8:30 a.m. each Thursday (not counting holidays). If you miss this deadline, your order will be processed by the following week's deadline.

f. Checks and money orders should be made out to "PMCA" and marked "Scrip" at the bottom. Our Business Office does not accept credit/debit card payments.

g. If your check is returned by our bank due to non-sufficient funds, you will be assessed a charge of \$30.00, which you must reimburse to PMCA before you will be allowed to pick up a pending order or place a new one. If a non-sufficient notice is tendered on your account your future ordering privileges will be limited to payment by cash or money order only.

h. Because Scrip is in the form of gift cards and is ordered at your request, your purchase price cannot be refunded to you and the Scrip cannot be returned to our supplier.

i. Your filled order for Scrip will be delivered *only* to the school, not to your home address. You will be notified by the Scrip Coordinator when it is ready to be collected. Note that at busy holiday seasons, especially Christmas, shipments may take longer to arrive from the dispatch center in Michigan and you should plan your purchases of Scrip accordingly.

j. As a general rule you should pick up your own Scrip, as you will be required to verify that the order is accurate and sign for it. *An exception to this rule will be made on your signing a waiver at the time of ordering, by which you authorize someone to collect your Scrip for you.*

**Remember that losing Scrip is like losing cash and PMCA cannot be held responsible after your order has been handed to you.**