

SCRIP ORDER GUIDELINES & RETURN POLICY

- Please include a daytime phone number or email so we may contact you with any questions.
- Payment may be made by PrestoPay, cash, or check payable to “Sacred Heart School Scrip.”
- Orders received by noon will be sent home with the student the same day, subject to inventory on hand. If you plan to pick up your student before the end of school, please advise us to leave the order in the school office.
- Special orders must be received in the scrip office by 9AM Tuesday for delivery by Friday. Once a special order is placed, it cannot be changed, canceled, returned or exchanged. Scrip personnel can provide an estimated arrival date for your consideration before you place a special order.
- Vendors, denominations and percentages subject to change without notice.
- Scrip cards/certificates are the same as cash and should be handled accordingly. Many vendors will not replace lost or stolen or cards. Sacred Heart School is not responsible for lost, stolen, or misplaced cards, and card numbers are not kept on file.
- It is the buyer’s responsibility to know the retailer usage guidelines for any certificate you purchase. Please ask before you buy.
- Returned checks and failed PrestoPay transactions incur bank fees which must be reimbursed to the scrip office. Two returned/failed payments may result in “cash only” transactions.
- Be sure to check your completed order for accuracy immediately. After three working days, returns and exchanges will be considered on a case-by-case basis.
- Only the purchaser may request a return/exchange, and scrip personnel must be able to verify the balance before accepting the card.
- If your purchase may require special consideration for return or exchange, please discuss with personnel before you make the purchase.

You may contact the Scrip office by phone 647-0713 or email scrip@sacredheartschoolventura.org. Thank you for your cooperation!