

The Scrip Program By-Laws

Insufficient Funds

Every effort shall be made to avoid insufficient funding when finalizing Scrip purchases. In the event that these charges should occur, the following rules will apply.

Effective May 1, 2018, any NSF's incurred on Scrip purchases will be subject to the following:

- All purchase prices must be reimbursed to St. Joseph's HASA
- All NSF fees (\$30 per transaction) charged to St. Joseph's HASA by Scrip must be reimbursed
- An NSF fee of \$20 per transaction must be paid to St. Joseph's HASA
- After 3 NSF transactions, the account will be deactivated, per Scrip's policy. Reactivation will not occur until repayment of total balance due to HASA. This balance includes both purchase totals and all NSF fees.
- If, after reactivation, the account is deactivated again by Scrip, the account will not be reactivated. The account will be reviewed for reactivation in the following school year (beginning May 1 of each year)

In addition, if the balance is not reimbursed to HASA, the amount will be deducted from the Scrip rebate that the account has earned over the course of the Scrip year (May 1-April 30). If there is not enough rebate to cover the balance due, the amount due will be added to the tuition due for school year following April 30.

HASA Scrip Card Purchase Guidelines

The Scrip gift card program provides a way for St. Joseph to receive financial benefit from purchases that would be made routinely, just as they would benefit individual families. As such, the HASA Board and Event Chairs are encouraged to plan ahead and use the Scrip program in order to maximize the benefit to the school – even if only for the low percentage physical cards from Visa, for example. As such, the following guidelines should apply to purchases made on a HASA Scrip Account.

- Orders for Scrip cards to be used for HASA purchases may be made by President, Vice President or Treasurer, with a second approval by any of the three positions mentioned above. **There must always be two approvals for each Scrip purchase.**
- Requests for Scrip cards may be made by any member of the HASA Board or any event chair and must be made to the Treasurer via email with the President and Vice President copied on the email.
- Receipts for purchases made by Scrip cards (which includes both physical cards and electronic cards) must be collected and **returned to the Treasurer within 30 days of the purchase made.**
- In an effort to minimize inventory and unspent funds on gift cards, every attempt should be made to purchase gift cards at or slightly below the required purchase amount. In the event that a balance remains on a gift card, the card should be returned to the school office safe as

Approved: 8/6/2018

soon as possible, marked with the exact amount remaining on the card, and notification made to the Treasurer with copy to the President and Vice President.

NOTE: Scrip purchases for HASA events should not be made using individual family accounts unless prior approval is made by the President of HASA, and a good faith effort is shown to purchase with the HASA Account first.

Financial Administration & Accounting

- Scrip account must be established and maintained current by a Board member who is also authorized on the HASA Bank Account, and has a check card in his/her name.
- When electronic gift cards are received, they will be emailed to the person who has requested the gift card. When physical gift cards are purchased, the School Office will be notified so they are aware who made the request. Once they are received, the School Office will log the information on the HASA Scrip Gift Card Log Sheet; they will then be picked up from the office or sent home to the person requesting the gift card, and the log sheet will be distributed to the Treasurer.
- When purchases are made, the full amount of the gift card shall be recorded, with the requestor's name and balance tracked. As receipts are received by the Treasurer, they should be logged as individual debits on the General Ledger, tied to a specific event. Monthly, the scrip account shall be reconciled with the General Ledger.

Example: An event Chair (Sally), in reviewing upcoming purchases, sees that a gift card from Oriental Trading Company and from Amazon will be required. Oriental Trading is only a physical card, where Amazon may be purchased either in physical card or ScripNow (electronic) version. Sally sends an email to Tina Treasurer and copies Patricia President and Victor Vice President, with the name of the stores and the amount requested, and any other helpful notes or justification. Tina Treasurer approves and requests a second approval from Peter or Victoria, and then places the order. The Amazon card is received immediately through ScripNow and forwarded to Sally. The Oriental Trading card is received one week later in the school office. The office logs the information on the card and sends the card home to Sally. Once Sally makes her purchases, she sends her receipts to Tina within 30 days.