

CREDIT CARD PAYMENTS FOR SCRIP ORDERS

St. Agnes School will accept credit cards as a form of payment for Scrip Orders for any family that is interested in using a VISA and/or MasterCard. The school cannot accept American Express or Discover Card at this time. If a family decides to pay for the Scrip Order with a credit card, it is the family's responsibility to pay for the bank processing fee. Therefore, a surcharge of 3% of the total scrip order will be added to the total amount at the time that the credit card is charged in the school office. Below is the procedure for processing credit card payments for your Scrip Order.

1. The family completes the Scrip Order Form and submits it to the Scrip Coordinator for fulfillment.
2. The family completes the Credit Authorization Form, attaches it to the Scrip Order Form and then returns it to the school.
 - a. All forms must be written clearly and completely.
 - b. Forms that are not legible will not be processed and will be returned to the family
3. The Scrip Order is fulfilled by the Scrip Team on Thursday and Friday mornings
4. The Scrip Order Form, the Credit Authorization Form and the Scrip Cards are forwarded to Ms. Fitzpatrick for transaction processing.
 - a. The Credit Authorization Form will be processed the same day so that the completed Scrip Order can be sent home or picked up in the School Office.
 - b. If the Credit Authorization Form is incomplete or has errors, the forms will be returned to the family.
5. After the credit card payment is processed, Mrs. Fitzpatrick will shred the Credit Authorization Form and release the Scrip Order to the family

If you have any questions, please contact Mrs. Fitzpatrick at (925) 689-3990 or Maricela Veran at (925) 381-8742.