

ST LUKE SCRIP - STANDING ORDER FORM

If you would like to have standing orders in place for re-occurring SCRIP orders, simply fill out this form. Standing orders will be filled on Mondays. Standing orders can be cancelled or revised simply by emailing your changes to scrip@stlukeshoreline.org the Friday before your order is to be filled.

1. Fill out your contact information below.

NAME	
EMAIL	
PHONE	

2. Indicate how often you want us to place this order, and when to start.

(circle one) Weekly Bi-Weekly Monthly Other

Start Date:	
End Date:	

3. Your order will be sent home with your student.

Student Name	
Grade/Teacher	

4. Fill out a SCRIP form (s) form indicating which cards you would like.

5. Attach the required number of checks (filled out) for each order you would like placed.
Sign and post date each check. Checks should be made out to **St. Luke SCRIP.**

6. Put checks and order form in an envelope and deliver to the school office.