

SCRIP Ordering Timeline

- All orders are due by noon on Tuesdays.
- Any orders received after this time will be filled the following week.
- Our compiled School-wide order is sent to UnitedScrip by 1pm on Tuesdays.
- Certificates are available for pick up in the Office on Thursday afternoon or they can be sent home with your child if requested.

SCRIP Ordering Instructions

1. Download [SCRIP ORDER FORM \(PDF format\)](#)
2. Fill out your Name, Phone, and Check/Cash information on the order form.
3. Enter the quantity of cards that you want to order and the total cost in the columns.
4. Add the cost of all SCRIP purchased and enter this in the Grand Total box.
5. MAKE CHECK PAYABLE TO **POPCS**
6. Choices for sending in order:
 - Bring or send in the form with your student to Mrs. Simpson in the front office
 - Fax your order form to 864-331-2153

****Payment must be received before the order will be delivered****

Orders will be placed each Tuesday afternoon and will be available for pick up from the front office Thursday afternoon or sent home with your student. Orders must be received by Tuesday at noon to be included in the order.

If you have any additional questions, you may contact Mrs. Jennifer Simpson at 864-331-3911