

Request to Use Scrip Credit

PLEASE REMEMBER THAT SCRIP PAYMENTS MAY ONLY BE MADE TO EDGARTON ACADEMY AND FACTS.

Be sure to allow no less than 2 weeks for the completion of this process.

Dear Scrip

1. I would like to use \$_____ credit from my scrip account for the following purpose:
2. A) Payment to (please list) _____
B) Account# (if needed) _____
3. Attach original documentation to this form such as: order form, etc. (It will be sent with payment.)
4. We will verify your account balance; deduct the above amount from your account, and forward payment to the office.
5. **Be sure to allow no less than 2 weeks for the completion of this process.**
6. Submit this form and the above documentation directly to SCRIP.

Family Name (PLEASE PRINT) _____ Phone # _____

I have read and understand the above information and give you my permission to deduct the above amount from my scrip account.

Signature: _____

Date: _____

rev: 11/29/12

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