

# 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](mailto:scrip@stlukeshoreline.org) the Friday before your order is to be filled.

**1. Fill out your contact information below.**

<b>NAME</b>	
<b>EMAIL</b>	
<b>PHONE</b>	

**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.**