

# **GUIDELINES AND PROCEDURES FOR SCRIP**

## **General Guidelines and Procedures**

### **Ordering**

The individual responsible for administering the scrip program should use the provided preprinted, pre-numbered form for recording scrip orders. The form is completed for the items ordered and includes a total dollar amount. The scrip administrator should provide a receipted copy of the order to the buyer.

A master form should be completed and individual family orders attached.

Dates should be on all order forms – individual family orders and master ordering forms.

On all order forms the amount paid by cash or check should be noted.

All scrip orders must be retained for a period of five years. The order forms must be maintained in a folder in chronological order by date and available for audit.

Scrip orders should be recorded daily as received in Quickbooks.

The scrip administrator should remit the money received for scrip orders daily to a second individual who assists with the scrip program.

### **Deposits**

Someone other than the scrip administrator should complete the deposit slip listing cash and checks separately and make the deposit on a daily basis as orders are received. Copies of receipted deposit slips must be retained in chronological order and be available for audit. The total cash and total checks per the deposit slip should be agreed to the master order form. Copies of detailed back-up should be attached to each deposit slip.

### **Purchasing**

The scrip administrator should complete all vendor order forms and prepare the necessary checks for payments.

Checks for the purchase of scrip should be signed by the principal and one other individual. There are no exceptions to this procedure.

Vendor order forms should be pre-numbered and copies retained in chronological order in a file that will be available for audit.

For on-line orders and manual orders someone other than the scrip administrator must verify printed on-line orders with the detailed ordering forms.

Attach check stub or copy of check for local purchases to copies of local order forms.

Scrip purchases should be recorded in Quickbooks as they are processed.

As scrip cards are received they need to be verified against the vendor order form.

### **Bank Reconciliations**

Scrip funds should be maintained in a separate bank account and not comingled with other funds.

The bank statement should go to the principal unopened. The principal should review the statement and forward it to a qualified individual independent of the scrip administrator for preparation of the bank reconciliation. A copy of the bank statement should also be provided to the scrip administrator.

Great Lakes scrip orders should be part of the monthly bank reconciliations since they are deducted automatically from the scrip account.

All bank reconciliations should be retained for a period of five years.

### **Inventories**

A scrip inventory should be taken weekly. An inventory form should be used in conjunction with the weekly inventory. The inventory form should list the beginning inventory, purchases with reference to appropriate vendor order forms and disbursements with reference to purchaser order forms. The balance on the inventory form should be in agreement with the physical count of scrip on hand.

The inventory should be conducted by someone other than the scrip administrator.

Copies of the weekly inventory reconciliation should be forwarded to the principal and the scrip administrator. All weekly inventory forms need to be retained for a period of five years and be available for audit.