

Ministry Order Form

How to Process Ministry Orders

1. Ministry member must complete this form
2. Scan cards
3. Charge to ministry "account"
4. DO NOT PUT ON HOLD
5. Print receipt
6. Ministry member signs receipt
7. Attach receipt here
8. Add this form to daily sales paperwork

Merchant	%	Value	Qty	Total \$
	5%	\$25		
	5%	\$50		
	5%	\$100		
	10%	\$25		
	10%	\$50		
	10%	\$100		
	10%	\$250		
	2%	\$25		
	2%	\$50		
	2.5%	\$25		
	2.5%	\$100		
	2.5%	\$250		
	5%	\$25		
	5%	\$50		
	5%	\$100		
	1.5%	\$50		
	4%	\$25		
	4%	\$50		
	4%	\$100		
	3%	\$50		

Date	Total \$
Ministry	
Needed for	
Picked up by	
Signature	
<i>Office Use</i>	
Copy to A/P	
Reimbursement Rec'd	
Payment on Account	(receipt attached)
Place check in register and reimbursement packet with daily sales forms.	
Process reimbursement check with daily deposit.	

Merchant	%	Value	Qty	Total \$
Amazon	3%	\$25		
Amazon	3%	\$100		
Auto Zone	8%	\$25		
Domino's Pizza	8%	\$10		
Dunkin Donuts	3%	\$10		
Glory Days Grill	20%	\$25		
Home Depot	4%	\$25		
Home Depot	4%	\$100		
Kohl's	4%	\$25		
Kohl's	4%	\$100		
Little Caesar's Pizza	8%	\$20		
Lowe's	4%	\$25		
Lowe's	4%	\$100		
Payless Shoes	13%	\$20		
Pizza Hut	8%	\$10		
Sweet Frog	20%	\$10		
Taco Bell	5%	\$10		
Target	2.5 %	\$25		
Target	2.5 %	\$100		
Wendy's	4%	\$10		



Special Orders

**Order by Sunday,
Pick up Thursday!**

See full list of retailers at:

<https://www.shopwithscrip.com/featured-scrip-retailers>

Merchant	%	Value	Qty	\$ Total
Special Order Groceries				
Safeway	4%			
Whole Foods	3%			
Special Order Gas				
Exxon	1%			
Marathon	3%			
Kwik Trip	4%			
Shell	2%			
Speedway	4%			
Sunoco				
Wawa	1.5%			

Special Order For Everything Else				
Merchant	%	Value	Qty	Total \$
	1.25%	\$50		
	1.25%	\$100		
	1.25%	\$250		
	1.25%	\$50		
	1.25%	\$100		
	1.25%	\$250		
American Eagle	10%	\$25		
Home Depot	4%	\$500		
Home Depot	4%	\$1000		
Lowe's	4%	\$500		
Lowe's	4%	\$1000		
Old Navy/Gap	14%	\$25		
Omaha Steaks	11%	\$25		
Toys-R-Us	3%	\$20		

Special Order				
Merchant	%	Value	Qty	Total \$