

How to Get Started

All forms on website: ttsd.k12.or.us

Then Click on Tab: Get Involved and then to Scrip Service Center



Scrip Program Registration Check List



You will need to submit the following paperwork to complete your registration and before you place your first order. Please allow one week for processing your enrollment information.

_____ 1. **2010-2011 Enrollment Form**

We require new forms each year to insure all information is accurate and current. Please mail original copy.

_____ 2. **2010-2011 Banking Agreement Form**

We must have the ORIGINAL copy with original signatures

_____ 3. **Copy of check from account**

Please write “void” on the photo copy of the check

_____ 4. **Proof of Non-Profit status**

Letter of Determination from IRS that declares your group is officially a 501 (c) (3) organization under the guidelines of the federal government. (You need only supply this one time as it will be kept on file.)

_____ 5. **Computer Program Order Form**

If you want to use the computer program for ordering please mail/fax in the signed form and program will be emailed to you. (A disk can be mailed by request only.)

_____ 6. If Orders are to be mailed to you: Please complete and send in the **Mailing Information Form with your Federal Express Account Number and Liability Waiver**

_____ 7. After mailing in your information for registration, please call to verify that all information has been received.



503-620-5437

Fax Machines, Voice Messaging, and email are on 24/7

Coordinators REsponsibilities

Relaying program inforamtion and updates to scrip team
Scrip program

If you create your own school/group Master Order Form format it to be as much like our form as possible

Remind your pick up people