

SCRIP SECURITY at Your Site

- * All Scrip (gift cards and gift certificates) is just like cash so needs to be secured just like cash.
- * Always make a point to know who places orders or buys scrip!
- * Always remember to accept checks (or credit cards if you offer this) for scrip purchases **ONLY** from people that you know or who can be determined are legitimately linked to your school or organization.
- * If you do **NOT** know someone, accept cash **ONLY** and/or make inquiries as to their identity.
 - Check your school or organization directory
 - Ask for 3 pieces of identification
 - Ask to see picture identification
 - Ask what student he/she is related to and what class he/she is in
 - Call the person whose name is printed on the check
 - Call the bank branch printed on the check
 - Accept cash only if person is not known to you or your scrip team
- * If an inventory of scrip is kept at your location be sure to keep the accounting of it up-to-date and in a locked and secure safe that is bolted down to the floor or wall.
- * Best practices would be to maintain scrip in the custody of two people when you pick up, divide orders, and sell at your site.
- * Best practices would be to record serial numbers of each customer orders.

Special Reminder for the Holidays

The holiday time is a festive time in which we celebrate the imparting of kindness, generosity, and appreciation to others. It is also a time in which unsavory characters can take advantage of situations and those least likely to suspect shenanigans.

Incidences:

- There is a story of a person who called several schools to find out who “kept an inventory” and then went to that school to buy scrip, paying with a bogus or stolen check.
- There is story of a person who swapped out a used gift card for a new in someone’s purse. This person then went to the store, used the gift card and paid some extra with a credit card. The transaction was on video tape and the store showed it to the victim. She knew instantly the person was her daughter’s boyfriend and he was caught red-handed.
- There is story of a person who stole a blank gift card (at the check out line) and took it to a school to be exchanged, saying they bought it but it was not loaded. The school thought it was their fault and kindly gave the person a new card. The serial numbering system is different for these stock cards so we knew it did not come from the scrip center, but that person got away with a loaded card they did not pay for.