

OBTAINING SCHOLASTIC BOOK FAIR – ITEMIZED RECEIPTS

I.

Scholastic Book Fairs will generally provide a generic statement (see below) detailing totals and amount paid by parents/teachers and the PPS outstanding amount paid by a PCARD. This functions as a credit card receipt but does not meet PPS itemized receipt requirements as it does not provide the item detail regarding what was purchased.

Contact Scholastic Customer Success Team:

Customersuccess@scholastic.com

1-877-245-0903

Email the team to request a “Merchandise Report” and they will send you the multi-page detail regarding your school’s book fair (see below.)

Upload BOTH of these documents to provide the required information for an itemized receipt.