



## PAYMENT PROCEDURES

Checks will be ready for pick up on the 10th of each month. If the Thrift Shop is not open on the 10th, checks will be ready for pick up the next business day.

Checks are valid for 180 calendar days. After 180 days all checks expire and payments become Thrift Shop Property.

It is your responsibility to ask if you have a check.

If you are PCSing you must provide Thrift Shop with 5 self addressed, stamped envelopes and a copy of orders.

**PLEASE NOTE: The Thrift Shop and its personnel are not responsible for any merchandise that is lost, stolen, broken or damaged by any circumstances.**

I HAVE READ THE ABOVE RULES AND PROCEDURES. I UNDERSTAND THEM AND AGREE TO COMPLY WITH THEM.

Consignee's Signature \_\_\_\_\_

Consignee's Printed Name \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

CMR \_\_\_\_\_ BOX \_\_\_\_\_ APO, AE \_\_\_\_\_

Physical Address \_\_\_\_\_

Name/Rank of Sponsor \_\_\_\_\_

DEROS \_\_\_\_\_

Sponsor Unit \_\_\_\_\_ Unit Phone \_\_\_\_\_

Add sponsor to account (circle one): YES NO

Thrift Shop Staff Signature and Date \_\_\_\_\_

**THANK YOU FOR SUPPORTING THE THRIFT SHOP! 100% OF THRIFT SHOP PROFITS ARE RETURNED DIRECTLY TO YOUR COMMUNITY THROUGH GRANTS AND SCHOLARSHIPS!**