

SAINT ALBERT THE GREAT

MANNA CREDIT CARD FAQ

Where can I use my credit card to buy Manna?

Credit cards are only accepted for online purchases. The rectory, church and school backpack sales are cash or check ONLY.

How do I use my credit card to order online?

On the **School Website**, under the **"PTO Tab"**, on the drop-down menu, select **"Manna"**, and then click **"Manna Online Credit Card Order"** picture

What credit cards will be accepted?

American Express, Discover, Master Card, and Visa

Is there a fee to using my credit card for online purchases?

Yes, the processing company charges a **3.9% convenience fee** for accepting a credit card. It will be calculated at check out and added to your order total

Why is the online site saying I ordered "tickets"?

On this site, **"tickets" = "gift cards"**

How fast is my online order processed?*

- **Orders placed online by 9:00 a.m.** (Monday through Friday) will be processed and returned the same day
- **Orders received after 9:00 a.m.** (Monday through Friday) will be processed and delivered the following school day

***(Special Order Gift Cards will require additional time to be processed)**

Once my order is placed online with a credit card, how will I receive it?

You will have the option of the following methods:

- **Backpack** - you designate the classroom and we will send your order back to you via backpack
- **School Office Pickup** – we will call you and then you come pick up your order during regular School Office hours
- **Rectory Pickup** - we will call you and then you come pick up your order during Rectory Office hours

(You cannot pick up your order before or after Mass at Church)

How will I know my order is ready for pick up at the Rectory or School office?

You will get an email confirming your order is filled and ready for pick up