

LOS ANGELES UNIFIED SCHOOL DISTRICT- FOOD SERVICES DIVISION

Cafeteria Account Refund Request

Note: Cafeteria account refunds will only be issued when a student/customer is transferring, leaving the District, graduating, or has qualified for free/reduced meals and currently has a balance on their account any exceptions will require Food Services Division Management approval. Only full account balance refunds will be issued. A Cash refund in excess of \$20.00 will be forwarded and processed by Central Office and may take approximately 2 weeks to receive. Form must be submitted to the Food Services Division Attn: Finance Beurdy 28th Floor.

Please complete the information requested below and return to the Food Services Manager.

School Name _____ Date _____

Student/Customer Name _____ Student Id/Customer Acct # _____

Mailing Address _____ Telephone Number _____

Reason for Request _____

Requested By (print) _____ Relation to Student _____

Requested By (signature) _____

Refund will be issued to: _____

check if sent to mailing address above

Mailing address if different than above: _____

Internal Use Only

Food Services Manager:

I _____(Food Services Manager) certify that the refund amount \$ _____ is the total remaining balance on the above student's account.

The refund amount is below the \$20.00 limit and was issued in cash to the person listed above on (date) _____.

The refund amount is over the \$20.00 limit and the request was sent to the Central Office for processing on (date) _____.

Central Office Finance :

Total Amount of Refund _____ Check Number (issued by CO) _____

Issued by (print name) _____ Date: _____

Date Mailed: _____