

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 Team, 333 Beaudry Ave, Los Angeles 90017, 26th 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:	_____		
<input type="checkbox"/> 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: _____