

Food & Nutrition Services

Cafeteria Account Refund/Transfer/Donation Form



**Healthy food.
Successful students.**
Food & Nutrition Services

E-Mail: foodserviceshelp@sandi.net or Fax: (858) 565-6378 or
Mail: SDUSD – Food Services, 6735 Gifford Way, Room 5, San Diego, CA 92111

Date of Request: _____ Student Name: _____

Student ID: _____ Student's Date of Birth: _____

School Name: _____

Balance Transfer to another Student's Account - *Only available for SDUSD Schools.*

Transfer Amount \$_____ (ex. \$20.00) To Student's Name: _____ Student's ID _____

OR

Refund – If your original payment was made using PayPAMS, please check here...

Please note that PayPAMS refunds will be credited to the original card if the Paypams account is open and the credit card is still valid (open and not expired). If these conditions are not met then a paper check will be issued from the accounting department and will take up to two to three weeks to process.

Please provide the information below.

Make Check Payable to: _____
**Must match Parent/Guardian on File*

Mailing Address: _____

Daytime Phone number: _____ Email Address: _____

OR

Donation – San Diego Unified SD provides families the option to donate their leftover funds to a shared lunch account for students in need.

A few extra dollars from families with the ability to donate can help us make sure all of our children have consistent access to nutritious school meals, while keeping San Diego Unified School District's finances strong!

Parent/Guardian's Signature: _____

A signature is required to process refunds, transfers and donations

OFFICE USE ONLY

<p><u>Food Services Business Services</u></p> <p>DATE: _____ PARENT VERIFIED: _____</p> <p>PAYPAMS: _____ CHECK/CASH: _____</p>	<p>OK TO PAY:</p>
<p><u>Food Services Financial Accounting</u></p> <p>DATE: _____ BALANCE: _____ NO NSF'S: _____ REFUND</p> <p>ISSUED: _____ ACCOUNT ADJUSTED: _____</p> <p>Budget String for A/P: _____ -53100-00-5853-3700-0000-13000-0000</p>	<p>OK TO PAY:</p>