



Instructions for Completing Payment Authorization Form

For Summer Food Line Code (SFLC) Account

- School personnel **requesting meals for their summer program must complete** SFLC line code payment authorization form and E-Mail: FCNSClaims@dallasisd.org, or fax to Ty Mayes 214-932-7507
- Food and Child Nutrition Services will notify personnel when the payment authorization form is approved.
- FCNS cashier will ring items in Newton (POS) as participants come through the serving line. Participants must provide the cashier with the name of their program.



**Food and Child
Nutrition Services**

Fax Number: 214-932-7507

Summer School Line Code Payment Authorization Form

ORG Number: _____ School's Name: _____

Authorizer Name: _____ Telephone Number: _____

Email address: _____ Program Name: _____ Estimate # Participation _____

The FCNS department is allowed to apply charges to the Line Code provided at the Point of Sales for the activities indicated below.

Check all that apply:

Student Supper Meals

Teacher Lunch Meal

Teacher Breakfast Meal

Teacher Appreciation (Provide a list)

Student Rewards (Provide a list)

Other _____

School Line Code to be charged:

Amount of Charge \$ _____

The amount of charge will be transferred from the school line code to Food Services in the month of receipt. The charge amount will be applied to the school cafeteria's Point of Sales under the SFLC account.

Authorizer Signature

Date

F&CNS Signature

Date