

Sedalia School District #200 Food Service Department

Request for Student Meal Transfer/Refund



Credit and Refund Policies

A parent/guardian may either choose to maintain a credit balance on account, transfer money to another siblings account, or arrange for a refund.

1. Credit Balance on Account

Credit balances remain on student accounts for a maximum of five (5) years.

2. Transferring Money between Accounts (Family Member)

A parent/guardian must request funds be transferred between siblings in writing. All requests to transfer funds between student accounts need to be made directly through the Food Service Department.

3. Refund Requests

All Refund requests must be in writing, and will be honored in a timely manner.

I request that excess funds be:

- ☐ Transferred to another Sedalia School District #200 student
☐ Maintained as a credit balance
☐ Refunded back to the Student's Parent/Guardian

Excess Funds	\$
Date	/ /

Transferring Student Information

Name	
School	

Receiving Student Information

Name	
School	

Parent Approval

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Parent Name

Phone

--

Parent Address, City, State, Zip

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Parent Signature

Date

Food Service Approval Signature

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SSD Employee Signature

Date

Return Form to: Sedalia School District #200 Food Service, 312 East Broadway, Sedalia, MO 65301

Phone: (660) 829-6477 Fax: 660-829-6409 email: manuelc@sedalia200.org.

SSD Office Use Only:

Code	Amount	Description