Nutrition Services Department

42 Blackjack Road, Suite 101
Fredericksburg, VA 22405
Phone: 540-654-9040 Fax: 540-371-7928
www.staffordschools.net

FUNDS TRANSFER REQUEST

Please complete ALL fields below and return to the Nutrition Services Department by email to nutritionhelp@staffordschools.net. Transfers can take 1-2 weeks to process and may take longer in the summer.

- Ensure that the AUTOPAY option is disabled by logging into your account at schoolcafe.com
- Funds remaining on inactive accounts for more than one year may be relinquished to the state in accordance with the Virginia Deposition of Unclaimed Property Act.
- Notification of receipt of this form will be sent to the primary parent email address on file at the student(s) school.

TRANSFER FUNDS FROM:

STUDENT NAME:

_____

STUDENT ID:_____

What school did the student attend during the most recent school year?

_____

TRANSFER FUNDS TO:

STUDENT NAME:

_____

STUDENT ID:_____

What school did the student attend during the most recent school year?

_____

PARENT NAME: _____

PARENT PHONE: _____

MAILING ADDRESS: _____

_____

OFFICE USE ONLY

DATE RECD:_____ AMOUNT:_____ DATE MAILED:_____