

## Cafeteria Account Refund/Transfer Form

**Complete form and email to: [candice.johnson@princetonisd.net](mailto:candice.johnson@princetonisd.net) OR  
Mail to: 810 Mabel Avenue  
Princeton, TX 75407**

Date of Request: \_\_\_\_\_

Student/Staff Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Student/Staff ID: \_\_\_\_\_

### \_\_\_\_\_ **Balance Transfer to another Student's Account**

Transfer \$\_\_\_\_\_ (ex. \$20.00)

To Student's Name \_\_\_\_\_ (ex. Jane Doe)

Attending School \_\_\_\_\_ (ex. Harper Elementary)

**OR**

### \_\_\_\_\_ **Refund**

Make Check Payable To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Signature required to process refunds and transfers

#### **FOR OFFICE USE ONLY:**

**Date:** \_\_\_\_\_

**Amount Mailed:** \_\_\_\_\_

**Amount Transferred:** \_\_\_\_\_

**Director/Secretary Signature:** \_\_\_\_\_

