chartwells
serving up happy & healthy

Closing A Pine-Richland Cafeteria Meal Account

If your student(s) is/has graduated or withdrawn from the PR School District and OWES MONEY to the PR School District, please send your payment to: PR Food Service, 700 Warrendale Road, Gibsonia, PA. 15044. You may request a refund if there is a balance of $5.00 or more remaining in a single or multiple students POS meal account(s). A check will be sent using your refund request info below. Any balance under $5.00 can be Transferred to a sibling/friend OR Donated to cover unpaid student meal charges to the district.

1. Student's Name _____ **Student ID#** _____ **Balance If Known** $ _____.

2.Student's Name _____ **Student ID#** _____ **Balance If Known** $ _____.

Choose one of the options listed below to close your cafeteria meal account:

☐ **Transfer remaining balance to:**

Name: _____ **Student ID#** _____ **School:** _____

☐ **Donate to cover unpaid student meal charges to the district**

☐ **Refund requested with a balance of $5.00 or more.**

If you choose a refund please provide the following information to process the refund check:

Name for Check: _____

Mailing address: STREET: _____

CITY: _____ STATE: _____ ZIP: _____

Please provide an e-mail address: _____

❖ **Please don't forget to close your account at: www.schoolcafe.com.**
And cancel automatic payments

Ashley Lindhurst
Director of Dining Services
700 Warrendale Road
Gibsonia, PA. 15044
Alindhurst@pinerichland.org
724-625-3550

FOR OFFICE USE

PROCESSED DATE:_____/_____/20_____