

## Meal Account Transfer or Refund Request Form

If you would like to request a transfer of funds or a refund from your student's or your staff account, please complete this form and give it to your cafeteria secretary or email it to [accountspayable@othelloschools.org](mailto:accountspayable@othelloschools.org).

*Refunds for balances of \$5.00 or less may be refunded on-site at the district office (funds permitting).  
Refunds for balances exceeding \$5.00 will be mailed in the form of a check to the parent or guardian listed in the student's account.*

If you have any questions, please contact Mandy McDonald via phone at 509-488-2659, ext. 2031, or via email at [mmcdonald@othelloschools.org](mailto:mmcdonald@othelloschools.org).

- I would like to transfer the total balance from one student/staff to another
- I would like to donate the balance from my student's or staff account to OSD
- I would like a refund

### PARENT/GUARDIAN/STAFF INFORMATION

Parent/Guardian/Staff Name:		
Address:		
City:	State:	Zip:
Phone: (    )		
Parent signature:		Date:

### STUDENT/STAFF INFORMATION

Student/Staff Name	ID#	Amount
1.		
2.		
3.		

### TRANSFER TO STUDENT/STAFF ACCOUNT

Student/Staff Name	ID#	Amount
1.		
2.		
3.		

### *For District Use Only*

Total Amt Cleared in Skyward	Meal Secretary Signature	Date
Finance Office Signature	GL Acct or JE#	

