



Lampasas Independent School District

School Nutrition Services • 207 E. Ave. A, Lampasas, TX 76550 • (512) 556-8948

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Refund/Transfer Request Form

Refund of any remaining balance in meal accounts can be requested for students withdrawing or graduating from Lampasas ISD. Refunds are in form of cash at cafeteria site or check sent by mail. Below are other options to choose from. Any questions, contact our Nutrition Services Office.

Mark an "X" in the square of your choice:

Check Refund: request for amounts over \$25.00: A check refund will be processed and mailed within 4 weeks.

Student Name(s):	
Refund Amount:	
Parent or Guardian Name:	
Mailing Address:	
Contact Phone Number:	
Printed Name and Signature of requestor	

Cash Refund: request for amounts under \$25.00: A cash refund is available at the student's campus cafeteria.

Student Name(s):	
Refund Amount:	
Contact Phone Number:	
Printed Name and Signature of requestor	

Transfer funds request: Transfer funds to an active Lampasas ISD family member(s) meal account.

Transfer from Student(s):	
Student(s) Name and Campus:	
Transfer to Student(s):	
Student(s) Name and Campus:	
Contact Phone Number:	
Printed Name and Signature of requestor	

Donate funds request: Transfer funds to Food Service Donated Funds Account.

Donate from Student Name(s):	
Amount Donated:	
Parent or Guardian Name:	
Contact Phone Number:	
Printed Name and Signature of requestor	

Nutrition Services Staff Only: Sign and date when a refund or transfer of funds is processed. Attach Student Individual Report.
Staff Signature: _____ **Date:** _____

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