

**REQUEST FOR REFUND OR TRANSFER OF CAFETERIA FUNDS**

**Student Information**

Name(s) \_\_\_\_\_

School(s) \_\_\_\_\_

**Reason for refund (circle one)**

Left School District      Graduated      Other (specify) \_\_\_\_\_

**Please indicate how you would like to disburse the balance of your student(s) meal account**

**CHECK (will be mailed)**

**IMPORTANT: Turn off any automatic payments set up in PayPams before submitting form**

Parent/Legal Guardian (made payable to) \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Please allow 4-6 weeks for refunds to be completed due to required audit documentation processing.**

**Transfer to student(s) within Lawrence Township Schools**

1. Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_ Amount \_\_\_\_\_

2. Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_ Amount \_\_\_\_\_

**\*Transfer of funds to other students will be processed within a week from receipt of completed form.**

**Donation**

Please donate the balance of my student(s) account(s) to the Random Acts of Kindness Fund  
These funds will be used to support students in need

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please submit completed form to:**

MSD Lawrence Township  
Attn: Food and Nutrition Services  
6501 Sunnyside Rd  
Indianapolis, IN 46236

**IMPORTANT:**

As of June 30 of each year, balances for graduating seniors will no longer be reported in PayPams. Food and Nutrition Services will have access to balance files and if parents have not requested a refund or transfer, they may still do so up to June 30th of the following year. After this, any remaining funds will be donated to the Random Acts of Kindness Fund.