

## **POTTSBORO ISD MEAL ACCOUNT REFUND POLICY**

Unused meal account money of \$5.00 or more left in an inactive account is available for refund for the current and up to June 15 of prior year and may be requested by a child's parent/guardian.

Any unused balance may also be transferred to a sibling's account upon request. All requests must list the child's full name and student ID and will be processed as quickly as possible. The Student Refund Form must be completed and returned to the Pottsboro ISD Food Service Department. This form may be found at PISD website under the students tab.

For more information, please contact Kathy Pace at 903-771-0117 or email [food@pottsboroisd.org](mailto:food@pottsboroisd.org).