

# 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If your student(s) is/has graduated or withdrawn from the PR School District and OWES MONEY to the District Food Service Dept , please send your payment to: PR Food Service, 700 Warrendale Road, Gibsonia, PA.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	<input type="text"/>	Student ID#	<input type="text"/>	Balance If Known	\$ <input type="text"/> . <input type="text"/>
2. Student's Name	<input type="text"/>	Student ID#	<input type="text"/>	Balance If Known	\$ <input type="text"/> . <input type="text"/>
3. Student's Name	<input type="text"/>	Student ID#	<input type="text"/>	Balance If Known	\$ <input type="text"/> . <input type="text"/>

**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](http://www.schoolcafe.com)**

Diane Bucknum  
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 724-625-3550

**FOR OFFICE USE**

RECEIVED DATE: ____/____/20____
PROCESSED DATE: ____/____/20____