



Gregory-Portland Independent School District Food & Nutrition Services

Office of the Food & Nutrition Director

Refund Request Form

I would like to request the money back from my child(ren)'s food service account(s).
The last day my child(ren) will eat is _____.

Gregory-Portland ISD Business Office has a policy that all refunds are processed through them and a check mailed to the provided address. We are not able to provide cash out of our register. We apologize for this inconvenience but for bookkeeping purposes, we need paperwork for our records. Below please list the names and ID numbers of the children you would like refunds.

NAMES

ID NUMBER

NAMES	ID NUMBER

Please mail the refund check to the following address. Name and Address must be legible in order to have check processed

Thank You For your attention to this matter.

Parent/Guardian Signature

Current as of May 2022