BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
FOOD & NUTRITION

Refund Policy

If the refund is under $10.00 you may refund it from the cash drawer using the following procedure:

- Keep in mind how much cash is in your drawer. You need to leave $50 (Elementary or Middle School) or $100 (High School) in your drawer at the end of the day. If you do not have the funds to refund with cash you can always send the request to the district office to process as a check.
- Fill out refund request and have student or parent sign for receipt of cash
- Print recent account history, attach to refund request
- IMMEDIATELY, adjust account in eTrition
  **See instructions for Refunds in eTrition Book**
- Attach cash refund request to Weekly Reconciliation Report

If refund is over $10.00 use the following procedure:
- Fill out refund request form
- Print recent account history, attach to refund request
- Turn into the DO for payment
- Account adjustment will be made by the DO!!!!