



**CAMPUS CATERING**

**WASHOE COUNTY SCHOOL DISTRICT**

Nutrition Services  
585 Spice Islands Ct  
Sparks, NV 89431  
775-353-5930

*Prepayment Refund/Transfer Request*

Please indicate if you would like a refund or make a donation to the WCSD unpaid meal balance by checking a box below. If you would like to transfer funds between two WCSD students please fill out the bottom of the form. Once the form is complete please mail it in to 585 Spice Island Ct. or you can email it to NSAccounting@WashoeSchools.net.

Refund

Transfer

Donation

Student Name: \_\_\_\_\_

School Site: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

***Please allow 3-4 weeks for a check to arrive.***

Please transfer the Nutrition Services account balance between the following students:

***Transfer From:***

Student Name: \_\_\_\_\_

School Site: \_\_\_\_\_

***Transfer To:***

Student Name: \_\_\_\_\_

School Site: \_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

<u>NUTRITION SERVICES USE ONLY</u>	
Date Received: _____	Date Processed: _____
Processed By: _____	