



# South Panola School District Child Nutrition Dept.

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Web Site: [www.SPSDSchoolCafes.com](http://www.SPSDSchoolCafes.com)

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Mr. Tim Wilder, Superintendent

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## MEMORANDUM

**TO:** All Employees  
**FROM:** Valerie Weivoda, Child Nutrition Director  
**SUBJECT:** Meal Charging for EMPLOYEES & THEIR CHILDREN

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**BEGINNING SCHOOL YEAR 2018-2019:** Employees and students are able to charge in the cafeteria on a monthly basis. The cutoff date to pay any cafeteria charges is the last day of the payroll period of each month. If an employee or their children's charges are not paid by the last day of the payroll period of each month, the amount due will be taken out of the employee's next payroll check. If an employee does not agree with or chooses not to sign this agreement, the employee will not be allowed to charge in the cafeteria.

Please sign one of the options below and return this form to either the cafeteria manager or to the District Office. This agreement will carry over each year until you inform us otherwise.

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I **AGREE** TO HAVE CHARGES TAKEN OUT OF MY PAYROLL CHECK:

\_\_\_\_\_  
Employee First & Last Name Printed

\_\_\_\_\_  
Employee School

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's First & Last Name Printed / ID number

\_\_\_\_\_  
Child's School

\_\_\_\_\_  
Child's First & Last Name Printed / ID number

\_\_\_\_\_  
Child's School

\_\_\_\_\_  
Child's First & Last Name Printed / ID number

\_\_\_\_\_  
Child's School

\_\_\_\_\_  
Child's First & Last Name Printed / ID number

\_\_\_\_\_  
Child's School

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I **DO NOT AGREE** TO HAVE CHARGES TAKEN OUT OF MY PAYROLL CHECK:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Employee School