

Do you have a positive meal balance? You can request a refund, transfer the balance to another student or donate your balance to the Food Service Department. Please see below for instructions.

Email all requests to Liz Tofft at etofft@wpusd.org

REFUNDS

Please email etofft@wpusd.org the following:

Please refund the balance of my students meal account.

- Requestors first and last name and phone number
- Student first and last name
- School attending or attended
- Who would you like check made payable to
- Address to mail refund to

It can take up to 10 days before your check is received in the mail from the date we submitted your request.

You will receive an email to let you know once your request has been submitted.

Transfers

Please email etofft@wpusd.org the following:

I would like to transfer meal account funds from one student account to another.

- Requestor first and last name and phone number
- Students first and last name that money is transferring **from**
- Students first and last name that money is transferring **to**

You will receive an email once your request has been completed.

Donate

Please email etofft@wpusd.org the following:

Please donate the balance of my student's lunch account.

- Requestors first and last name and phone number.
- Student first and last name, attending school and grade.

You will receive an email once your request has been completed.