



Gregory-Portland ISD Food & Nutrition Services



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To Whom It May Concern,

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

Please mail the refund check to the following address
(We must have and Adults name for the check):

Thank You For your attention to this matter.

Parent/Guardian Signature

Current as of August 2010

2250 Memorial Parkway • Portland, Texas 78374 • (361) 777-1098 • Fax (361) 777-4054

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Gregory-Portland ISD Food & Nutrition Services is supported by federal funds from the U.S. Department of Agriculture, Food and Nutrition Services provided through the Texas Department of Agriculture Food and Nutrition Division. Wildcat Café is a self-supported enterprise fund.

It is the policy of Gregory-Portland ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Gregory-Portland ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures contact: **Title IX Coordinator:** Assistant Superintendent, 608 College Street, Portland, TX 78374 (361) 777-1091 **Section 504 Coordinator:** Special Programs Director, 608 College Street, Portland, TX 78374 (361) 777-1091