PINELLAS COUNTY SCHOOLS
FOOD AND NUTRITION PREPAYMENT RECORD

❶ SCHOOL _____ CASHIER: _____ POS# _____ ❷ DATE _____

❾ ENTER	❸ STUDENT'S NAME	❹ PARENT'S LAST NAME	❺ TOTAL PAYMENT	❻ AMOUNT	❼ PAYMENT METHOD		❽ COMMENTS
					CASH	CHECK #	

❿ Total Received _____

Review Date 3/26

CC # 5470 Category Y
Warehouse ID # 98064

PROCEDURE
PREPAYMENT RECORD

1. Enter School Name

2. Enter Date

3. Enter Student's Name

4. Enter Parent's Last Name if different from the student's

5. Enter Total Amount Received in prepayment

6. Enter breakdown of prepayment for each sibling if applicable

7. Payment method (✓   Cash or enter Check #)

8. Record comments if needed

9. Check box by student's name when the prepayment is entered into the student's account.

10. Record totals

11. File with daily deposit records