

Monthly school lunch payment report (GRS-2186)

Utah General Retention Schedule

Description

This report documents monies collected for school lunches. The school collects money from students and teachers for meals eaten and deposits funds in school accounts. This report is submitted monthly with a check to the district for monies collected to the district's business administrator. It reports monies collected for school hot lunches served during the month and is used by the district to reconcile bank deposits. The report includes amounts collected from teacher's and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

School District

Secondary Schools

Effective

06/1994

Previous Schedule Number

SD-2(94)-21