

## Cash or Check Drop Box Instructions

Hate spending your lunch time in line? Prepaying increases line speed!

If you choose to pay via cash or check, you will need to utilize the drop box located in the cafeteria. This drop box will be secured with a lock and will be monitored by food service employees. Anything placed in the drop box prior to 9 AM will be added to the student's account in time for lunch. Please follow the steps below when utilizing the drop box.



- 1) Place cash or check in an envelope. Envelopes will be provided if needed.
- 2) Clearly print the student's first and last name on the envelope. If payment is to be divided between multiple students. Please include all student names and the exact amount to be credited to each account.
- 3) **DO NOT PLACE LOOSE CASH IN THE BOX.** We have no way of knowing whose account to credit for loose cash left in the box. If this happens the cash will be donated.
- 4) Any money intended for that day's lunch **MUST** be dropped off prior to 9 AM.

Note that cashiers will **NOT** have any cash with them to break change. Please plan accordingly. Remember you may also add money to a student's account via Skyward.

Please contact Courtney FitzSimons at [Fitzsimonsc@wl.k12.in.us](mailto:Fitzsimonsc@wl.k12.in.us) with any questions or concerns. Thanks!