

JORDAN SCHOOL DISTRICT  
Patrice A. Johnson, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

DATE: September 18, 2025

TO: Elementary Administrators and Administrative Assistants

FROM: Dan Ellis, Director of Accounting, Budgets, and Audits  
Steffany Ellsworth, Support Services Manager

SUBJECT: **Elementary Efunds Nutrition Training**

We will be hosting a training for elementary school administrative assistants and office assistants on Monday October 6<sup>th</sup> in the auditorium of ASB from 1-2 pm. This training will cover how to use the Efunds system to take credit card payments for Nutrition Services in the main office. You will also be provided with a new credit card reader that will allow for swipe, chip, and tap to pay including Google Wallet and Apple Pay.

Please work with your administrator and staff to ensure you are able to attend. Please bring a laptop or Chromebook so you can follow along. We encourage you to bring some or all of your part time office help as well so they can see the training too; however, we understand this may not be possible due to scheduling and coverage concerns.

If you have questions regarding the training please contact Dan Ellis at extension 88389.

Thank you.