

Intradistrict Communication

DATE: April 9, 2018
TO: School Principal and Lunch Manager
FROM: Scott Thomas, Administrator, Auxiliary Services
Jana Cruz, Director of Nutrition Services
SUBJECT: Records to be kept for the school lunch program

The records below are necessary to be kept on file.

- 2014-15 Skyward: Daily Activity and Monthly Payment Totals Report
- 2015-16 Skyward: Daily Activity and Monthly Payment Totals Report
- 2016-17 Skyward: Daily Activity and Monthly Payment Totals Report
- 2017-18 Skyward: Daily Activity and Monthly Payment Totals Report

We certify that the above records for this year and the preceding three years are on file in the school where they will be accessible for review by the District, State and Federal officials involved in the school lunch program of the Jordan School District.

School Name _____

Principal's Signature _____ Date _____

Manager's Signature _____ Date _____

Please return to the Nutrition Services Department by:
Traditional Schools – June 1, 2018
Year Round Schools – July 3, 2018