# MSD: Monthly School Lunch Meal Reimbursement and Reporting

School lunch meal reimbursements should be paid to the District monthly, no later than the 10th day of the month following the month in which meals were served. Year-end meal reimbursements should be paid to the District no later than 10 calendar days after the last day of school.

Schools should run all applicable lunch, breakfast, a la carte, other, or catering summary reports using the beginning and ending dates of the month. These reports should be used to calculate the number of meals and other School Food Service sales to be submitted to the District. The school should add applicable reports together and submit the total payment to Millard School District - Lunch, vendor #211, or to any successor account or vendor number designated by the Business Administrator.

*Source: MSD Policy 2060, District Fiscal Responsibilities and Program Accounting, approved 2021.*