

# Intradistrict Communication

DATE: April 23, 2018  
TO: School Principal and Nutrition 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 \_\_\_\_\_

Lunch Clerk's Signature \_\_\_\_\_ Date \_\_\_\_\_

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