York City School District
Food Service IOU Procedures

IOUs are to be printed once a week on Fridays.

IOUs $20.00 or under are to be sent home with the student.

IOUs $20.00 - $50.00 should be given directly to the school's office. A representative from each school should then contact someone at the student's home. **Documentation must be noted on the student's IOU and retained for future reference.**

If an IOU reaches $50.00 - $300.00 the office should forward the IOU to the Administration Building (Crystal Bobb) for them to then send a letter to the student's home. A copy of each school's negative report will be forwarded by Amy Wolfgang –food service to (Crystal Bobb and Kenn Medina)

Any IOU over $300.00 should be sent to the Administration Building (Crystal Bobb) who will then forward them to Kenn Medina. A decision will then be made as to whether it should be sent to the School District's Attorney.