

Topic: Unpaid School Lunch Money

OPR: School Liaison Officer
380-6880

Reference: N/A

Procedure:

- After the school attempts to collect funds, they will contact the School Liaison Officer for assistance
- School main office will send list of students to the SLO with unpaid lunch money
- The school will clarify Soldiers name, might be different than student's last name
- Research Soldier on installation to find current assignment
- Send email to Garrison Sergeant Major with the following information
 - Soldier Rank, name
 - Soldier's Unit
 - Amount owed
- CC the Garrison Commander on the outgoing email to Garrison Sergeant Major