

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **ONLINE PAYMENTS AND REFUNDS FOR CAFETERIA ACCOUNTS**

PURPOSE

The purpose of this procedure outlines methods of online payment and refunds.

POLICY

Miami-Dade County Public Schools' cafeterias do not accept cash or checks. All sites are entirely cashless. All students, teachers, school site administrators and school staff that wish to purchase meals and a la carte items from the cafeteria must prepay through PayPams at www.PayPams.com using a credit or debit card.

PROCEDURE

Prepayments

Parents/guardians of students of Miami-Dade County Public Schools can prepay for cafeteria a la carte purchases for the student on-line via the internet at www.PayPams.com using a credit or debit card.

If faculty or other school staff wish to purchase meals or a la carte items in the cafeteria, they must contact Milagros Alvarez-Ferrer at: malvarezf@dadeschools.net to set up a prepaid cafeteria account. The adult will be able to set up their account in PayPams the next day and begin depositing funds on their account for cafeteria purchases. All school staff that set up accounts must make payments online at: www.PayPams.com using a credit or debit card. Refer to Weekly Briefing #41783.

For every PayPams transaction, there is a service fee of \$2.95. However, for every payment of \$40.00 or more, the Department of Food and Nutrition will add a \$2.95 credit to the account to be used for any cafeteria purchase.

Anyone with a PayPams account will be able to access the following information:

- A. View the account balance.
- B. Pay for the meals or a la carte items from the convenience of home.
- C. View a report of daily spending and food service purchases.

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Refund of Prepaid Money

For refunds, a Funds Reservations must be requested by the parent/guardian via e-mail to Mr. Jose Antigua at: joseantigua@dadeschools.net . The e-mail request must include student name, student ID #, parent/guardian name, current residential address, and school name. Upon receipt of the refund request, Mr. Antigua will process the request as follows:

Step 1:

Staff at the Department of Food and Nutrition will obtain a vendor number for the parent. The refund check will be mailed to the address the parent/guardian provides.

Step 2:

Once the vendor number has been received, staff at the Department of Food and Nutrition will create a Funds Reservations.

1. Create Funds Reservations
2. Document Type: GA
3. Document Code: DCPS
4. Currency Type: USD
5. Click: Fast Entry Data
6. Document Text: Cafeteria Reimbursement, include student ID
7. Amount Change: Amount of Reimbursement
8. Text: Cafeteria reimbursement, the Parents Name may also be included
9. Fund: 410000
10. Function: 52000000-415100
11. G/L Account: 994450
12. Cost Center: 1+school or location number +00



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Step 3:

The SAP system will automatically route the Funds Reservation to the proper approval chain. Once approved, a Create Earmarked Funds Check Request (a procedure to process requests for a check to pay an invoice for services, expenditures, reimbursement, etc.) will be completed by Mr. Antigua at the Department of Food and Nutrition.

Create Earmarked Funds Check Request (to be completed by Mr. Antigua at the Department of Food and Nutrition)

1. AP Workflow/Check Request
2. Create Invoice
3. Choose document type Earmarked Fund Check Request
4. Action: Create Invoice
5. Vendor#
6. PMT Method Supplement Selection: Double Click boxes: MC
7. Invoice#: User must create a unique # such as earmark funds number
8. Net amount: This is the amount of the check request
9. Description: The description should have as much information as possible such as: Food Service Reimbursement, Parent Name
10. Attach Local File: This requires documentation such as the Student Activity Screen must be attached.
11. In the notes box there will be detailed information regarding the refund
12. Click "close"
13. Create new workflow note
14. Add a note such as student name, ID and reason
15. Click "save"

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16. Click “submit”
17. Do a screen print or write down the number

Check requests are required to go through a designated approval chain. After the approval process, the Earmarked Funds Check Request will be reviewed by Accounts Payable and a check will be issued and mailed to the parent/guardian to the address provided. This process could take up to 6-8 weeks.

For Action By: Food Service Managers, Satellite Assistants, Department of Food and Nutrition

Refer Questions to: Department of Food and Nutrition

Revised: July 2006(7th), July 2007, July 2010, July 2011, April 2014, July 2014, July 2016, July 2019, July 2022, July 2023, July 2024
Reviewed: July 2024