

## USDA FOODS TRANSFER FORM

TRANSFERRING AGENCY				RECEIVING AGENCY			
School (RA) Name		Corporation#		School (RA) Name		Corporation#	
Address				Address			
Telephone Number				Telephone Number			
Authorized Signature		Date		Authorized Signature		Date	
Code	USDA Foods Name	Unit Size	Pack Date	Contract No.	Unit Value	Quantity	Total Value

### INSTRUCTIONS

1. Transfers can only be made to another school food authority or recipient agency participating in the National School Lunch Program (NSLP) in either of these ways:
  - a. By the IDOE Food Distribution Specialist transferring product stored at a state assigned warehouse via the CNPweb system. Both the transferring agency and the receiving agency must be assigned to the same state contracted warehouse.
  - b. By transferring product on hand at the school food authority's facility. The transferring agency and the receiving agency are responsible for arranging how they will transport the product from one location to the other.
2. Transferring Agency must not sign the form until the transfer is completed.
3. Receiving Agency must not sign the form until USDA Foods are received in their inventory and/or at their recipient agency site.
4. IDOE must receive a copy of the signed form from both parties.
5. Transferring agency GUARANTEES product is not outdated or out-of-condition.
6. For audit purposes, please keep this form on hand and readily available upon request.