

USDA DONATED FOODS TRANSFER

KEEP ON FILE - DO NOT SEND TO ADE

TRANSFERRING AGENCY				RECEIVING AGENCY			
Agency Name		CTD#		Agency Name		CTD#	
Address				Address			
Telephone Number				Telephone Number			
Authorized Signature				Authorized Signature			
Date				Date			
Com Code	Commodity Name	Unit Size	Pack Date	Contract No.	Unit Value	Quantity	Total Value

INSTRUCTIONS

- a. Transfers can be made without ADE approval provided it is transferred to an agency participating in an USDA program.
- b. Food Distribution will provide a list of possible recipient agencies to the transferring agency if assistance is needed.
- c. Transferring Agency is responsible for contacting Receiving Agency to arrange for the physical transfer.
- d. Transferring Agency must not sign until transfer is completed.
- e. Receiving Agency must not sign until commodities are received.
- f. Transferring Agency **GUARANTEES** product for three (3) months from transfer date.
- g. For audit purposes, keep this transfer form on hand and readily available upon request.

Arizona Department of Education, Food Distribution Program
 1535 West Jefferson Street Bin #7 – Phoenix, AZ 85007
 Telephone (602) 542-8700 or 1-800-352-4558 Fax (602) 542-6978 or 542-1531