# TRANSFER FORM FOR USDA FOODS

Transfers of USDA food may only be made between USDA recipient agencies. If you need help finding a recipient agency in your area, please contact us.

You must make your own arrangements to complete the transfer. This form should be completed at the time of the transfer. **Two copies must be made of this form – one for each agency with the original being sent to the above address.**

Name of Transferring Agency:

Address:

Telephone:

Name of Food Service Manager:

Date of Transfer:

Items Transferred:

Name of Receiving Agency:

Address:

Telephone:

Name of Food Service Manager:

Signatures:

Transferring Agency Manager Date

Receiving Agency Manager Date