

OFFICE OF EARLY CHILDHOOD
COMMODITY DISTRIBUTION UNIT
FOOD TRANSFER FORM

Transferring

Agency: _____

Date Transferred:

Receiving

Agency: _____

Date

Received: _____

Superintendent Signature

USDA Foods Transferred

USDA Food Code/Name	Best if Use by Date:	Pack Size	Cases Transferred

Signature: _____ Signature: _____
Transferring Agency Receiving Agency

Signature: _____ Date: _____
Authorizing Agency – Commodity Distribution Unit

The Arkansas DHS Commodity Distribution Unit requires **pre-approval** to transfer commodities from one agency to another. A copy of the transfer must be on file by both the Transferring and Receiving Agency's files for auditing purposes.

Please fax completed form to DHS Commodity Distribution Unit at 501-371-1410.