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 Date	Authorized Signature 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) 542-3818 or 542-1531

Exhibit I