



MISSOURI DEPARTMENT OF SOCIAL SERVICES
FAMILY SUPPORT DIVISION
FOOD DISTRIBUTION PROGRAMS
TRANSFER OF USDA-DONATED FOODS

SEE REVERSE SIDE FOR INSTRUCTIONS

FROM (ISSUING AGENCY)		TO (RECEIVING AGENCY)	
ADDRESS (STREET, CITY, STATE, ZIP CODE) _____ _____		ADDRESS (STREET, CITY, STATE, ZIP CODE) _____ _____	
PHONE NO.	CONTACT PERSON	PHONE NO.	CONTACT PERSON

I FOOD ITEM	II PACKAGING	III CASES/BALERS SHIPPED	IV CASES/BALERS RECEIVED	V REMARKS

LOADING OF THE ABOVE USDA-DONATED FOODS CHECKED AND VERIFIED BY:	RECEIPT OF THE ABOVE USDA-DONATED FOOD ITEMS IS HEREBY ACKNOWLEDGED:	
SIGNATURE ISSUING AGENCY	DATE OF TRANSFER	SIGNATURE RECEIVING AGENCY

INSTRUCTIONS

This form is used to document the transfer of USDA-Donated Foods between recipient agencies. Print or type all entries.

Heading (Left Side) "From": Enter issuing agency's name, address, phone number and contact person.

Heading (Right Side) "To": Enter receiving agency's name, address, phone number and contact person.

Column I, II and III: Issuing agency shall enter the name, packaging and quantity (cases and/or balers shipped) of each food item to be transferred.

Column IV, Cases/Balers Received: Prior to accepting shipment, the receiving agency shall count each food item and enter quantity (cases and/or balers) of each food item received in good condition.

Column V, Remarks: Explain any differences between quantities (cases and/or balers) reported transferred in Column III and Column IV.

Signatures: The designated authorized representatives of issuing and receiving agencies shall sign attesting to transfer of the food item(s) and quantities indicated.

Copies, Disposition Instructions: Issuing agency shall retain one copy, give one copy to the receiving agency and submit a copy to the Food Distribution Unit by one of the following:

Fax: (573) 522-9531

e-mail: fsd.fdu@dss.mo.gov

mail: FSD Food Distribution Unit

P.O. Box 310

Jefferson City, Missouri 65102-0310