

**ARKANSAS DEPARTMENT OF EDUCATION**  
**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION**  
**FOOD DISTRIBUTION UNIT**  
**FOOD TRANSFER FORM**

Transferring

Receiving

Agency: \_\_\_\_\_

Agency: \_\_\_\_\_

Date Transferred:

Date

\_\_\_\_\_

Received: \_\_\_\_\_

\_\_\_\_\_  
 Superintendent Signature

**USDA Foods Transferred**

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

Signature: \_\_\_\_\_  
 Transferring Agency

Signature: \_\_\_\_\_  
 Receiving Agency

Signature: \_\_\_\_\_  
 Authorizing Agency – Food Distribution Unit

Date: \_\_\_\_\_

The Arkansas ADE Food 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 email completed form to ADE Food Distribution Unit at [oc.commodities@ade.arkansas.gov](mailto:oc.commodities@ade.arkansas.gov).**