



TEFAP USDA FOODS TRANSFER SHEET

This form is to be completed by the food pantry sending goods to a receiving food pantry. The pantry requires approval from the food bank prior to transfer. The food bank must enter the TEFAP product number (sometimes shown as the material number) on each commodity line. *This form need only be completed for transfers of TEFAP foods.

*Transfers may be requested in the event of a surplus of a particular item which another site may have need of, and/or high demand for, to ensure that such foods may be utilized in a timely manner and in optimal condition. *Unit of Measure on the table below can be cases, bags, cans, packets, etc.*

Date to Transfer	Transferring From (Sending)	Transferring To (Receiving)	Commodity (One Per Line)	Quantity	Unit Of Measure (Cases, Bags, Pallets)
			Description & Product Number:		
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A copy of this approved form must be kept at both the transferring and receiving food pantry. Any out-of-condition products should be removed, destroyed, and listed on a Commodity Loss Report.

Requested By: _____

Date of Request: _____

Approved By: _____

(Food Bank Representative Name)

 (Food Bank Representative Signature)

Date Approved: _____

This institution is an equal opportunity provider.