

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF COUNTY OPERATIONS/COMMODITY DISTRIBUTION

FOOD TRANSFER FORM

Transferring Agency: _____

Receiving Agency: _____

Date Transferred: _____

Date Received: _____

USDA Foods Transferred

USDA Food Code/Name	Pack Size	Cases Transferred

Signature: _____

Transferring Agency

Signature: _____

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.