Arkansas Department of Human Services

Division of County Operations

Commodity Distribution Program

P.O. Box 1437, Slot S-337
Little Rock AR. 72203-1437

FOOD TRANSFER FORM

TRANSFERRED FROM: _____ TRANSFERRED TO: _____
AGENCY NAME AGENCY NAME

PHONE: _____ PHONE: _____

DATE TRANSFERRED: _____ DATE RECEIVED: _____

COMMODITIES TRANSFERRED

COMMODITY CODE & NAME	PACK SIZE	AMOUNT TRANSFERRED

SIGNATURE:_____ **SIGNATURE:**_____
Transferring Agency **Receiving Agency**

The Arkansas DHHS / DCO Commodity Distribution Office requires pre-approval to transfer commoditiesfrom one agency to another. A copy of the transfer must be maintained in both the transferring agency and the receiving agency's files for auditing purposes. The original with both signatures must be mailed to the Commodity Office.

NOTE: The Commodity Office will seek approval from the USDA Regional FNS Office prior to the transfer of any Commodities to an unlike agency(outside of your program). To request this type of transfer please contact the Arkansas Commodity Distribution Office at 501-371-1411 .

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