

ACDA Guidelines for Completion of a USDA Food Transfer Request  
June, 2014

Purpose: The intent of this form is to document signatures (which can be electronic) and acceptance of the movement of USDA Foods from one entity to another. This form covers two types of Transfers:

State to State  
or  
Processor to Processor

**STATE TO STATE:**

At the top of the form, list the State Agency releasing pounds, the State Agency accepting pounds and the name of the Further Processor who will be recording the transaction on their Monthly Performance Reports.

Skip to the "Sales Order Number" section. IF Entitlement Dollars have been used on a Sales Order (SO) in this current School Year (SY), AND there will be an Entitlement Adjustment (marked as a YES on this form), then this section must be filled out. In other words, in order for Entitlement Dollars to be charged to one State Agency and returned to the Releasing State Agency, the SO must have been received within the SY that the transaction is taking place. Complete all boxes in this section. To find the "SDA Sold-To Party BP, visit:

[http://www.fns.usda.gov/sites/default/files/WBSCM\\_SDA\\_ITO\\_Business\\_Partner\\_Report123013.XLS](http://www.fns.usda.gov/sites/default/files/WBSCM_SDA_ITO_Business_Partner_Report123013.XLS)

If there are no Entitlement Dollars being returned to the Releasing State Agency, then it is sufficient to only complete the Material Code number and description along with the number of pounds involved.

Releasing State Agency must sign and complete the section under "Releasing State or Processor"

The Processor facilitating the transfer of pounds must sign under this section: "Processor Signature (if applicable)"

Receiving State must sign and complete the section under "Receiving State or Processor"

FNS USE ONLY section is used by the FNS Specialist when Entitlement Dollars are returned to a State Agency releasing pounds.

**PROCESSOR TO PROCESSOR:**

Check the applicable box for a paper or physical transfer. If a State Agency assigns a number to the transfer, it can be added in this section. The State Agency who owns the pounds can sign in this box. The Recipient Agency (RA) who is requesting the transfer can also sign in this box.

**PAPER TRANSFER:**

List the Material Code and Description, the pounds and include the value/pound and then the total value of the transaction. The SDA (Sold to Party BP) and Entitlement Adjustment are not necessary.

**PHYSICAL TRANSFER:**

The SO number and item number of the material being picked up is listed by the Releasing Processor along with the Material Code and Description. Quantity in cases and pounds should be listed. The SDA (Sold to Party BP) and Entitlement Adjustment are not necessary.

Releasing State or Processor

The Further Processor releasing the pounds must sign in this area.

The Further Processor receiving the pounds must sign in this area.

**FNS USE ONLY**

This section may be used by the FNS Specialist to record or document the review of the process.