

WI USDA FOODS TRANSFER DOCUMENTATION

Complete form for records. Keep on file for 3 years plus current year. This form is not required; it is a tool to help guide communication about product donation and/or transfer. Do not send form to DPI; this is for your records.

Product(s) Transferred

Product	Product Code	No. Cases
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Type of Transfer

Donation (no fees) Transfer (for fee) For storage only Other

Notes

School Releasing Agency

Name of School

Contact Name

Contact E-mail

Contact Phone Number

Address (where product is located)

Notes (include pick up instructions, negotiated fees)

Receiving Agency

Name of Receiving Agency

Contact Name

Contact E-Mail

Contact Phone Number

Address (where product is to be delivered)

Notes (include delivery instructions)

Information about Transfer

Delivering/Trucking Company

Contact Name

Contact E-Mail

Contact Phone Number

Date of Transfer

Time of Transfer

Which agency is coordinating with the Trucking Company?

Releasing

Receiving

Notes (include instructions for delivery)

Signature: School Releasing Agency

Signature: Receiving Agency