

Transferring USDA Foods

The Texas Department of Agriculture will be utilizing an online SmartSheet Form to process transfers:

- Request Processor State Account Pounds
- Release Processor Pounds to State Account
- Request Warehouse Inventory
- Release Inventory to Warehouse



Tips Before You Start

PREPARE REQUEST



- Generate inventory report
- Review current inventory balance
- Determine type of transfer

INFORMATION NEEDED



- School Name
- Number of Pounds or Cases
- USDA material #



QR Code

Follow these steps to make your request:

1. [Access Transfer Form](#)
2. Complete your section of the form and submit.
3. TDA will review submission and provide a response.

STATE CONTRACTED WAREHOUSE

- **Request** transfers to receive additional cases from the Warehouse.
- **Release** cases from your account to the State Contracted Warehouse Surplus Account. Comment required.

PROCESSING

- **Request** transfers from the processor state account upon meeting criteria. [Review State Account Balances](#)
- **Release** inventory to the state account. Comment required.

TRANSFER REQUEST CRITERIA

- 1 Month on Hand or Less
- Acceptable Usage Rate



TEXAS DEPARTMENT OF AGRICULTURE
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Food and Nutrition Division
Food Distribution Program

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