THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
TRANSFER FORM

An Approved Transfer Form is required for all TEFAP Commodity transfers

Transfer Request Process:
- o Food Bank coordinates transfer with another Food Bank
- o Initiating Food Bank completes transfer form
- o Initiating Food Bank sends form to MNTEFAP/OEO for approval of transfer
- o A separate transfer form must be completed if products are going to different Food Banks

Food Bank initiating transfer: Food Bank receiving transfer:
_____   _____

Date of transfer request to OEO: _____

Check box(s) that apply.

Reasons for Transfer
__ Slow moving products in region
__ Perishable products
__ Other

Product	SO#	Number of Cases:	Price per Case:	Cost per product
_____	_____	_____ X	$_____ =	$ _____
_____	_____	_____ X	$_____ =	$ _____
_____	_____	_____ X	$_____ =	$ _____
_____	_____	_____ X	$_____ =	$ _____

DHS-OEO Approval: _____   Approved ☐   Date _____
                                                                           Not approved ☐

DEPARTMENT OF HUMAN SERVICES

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