MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
SCHOOL FOOD SERVICES SECTION

TRANSFER OF USDA COMMODITIES BETWEEN LOCAL EDUCATION AGENCIES (LEAs)

THIS FORM IS FOR LEAs CONTRACTING WITH FOOD SERVICE MANAGEMENT COMPANIES

LEA Name:		Agreement Number:
LEA Contact:	Phone Number:	Date:

DIRECTIONS

List the commodity item, the product code, and the amount for each commodity item transferred. Prepare in triplicate. Send one copy to each LEA. Send one copy to the School Food Services Section, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 or Fax (573) 526-3897. Questions, contact: (573) 751-7664.

COMMODITY ITEM	PRODUCT CODE	AMOUNT

Must be signed by an LEA employee, not a Food Service Management Company employee.

Released by LEA Employee (Print Name):	Signature:	Phone Number:
Delivered to (LEA Name):	Agreement Number:	Date Received:
Received by FSMC Employee (Print Name):	Signature:	Phone Number: