

**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
TRANSFER FORM**

An Approved Transfer Form is required for all TEFAP Commodity transfers

Transfer Request Process:

- Food Bank coordinates transfer with another Food Bank
- Initiating Food Bank completes transfer form
- Initiating Food Bank sends form to MNTEFAP/OEO for approval of transfer
- 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
<input type="checkbox"/> Slow moving products in region
<input type="checkbox"/> Perishable products
<input type="checkbox"/> Other

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

DHS-OEO Approval: _____

Approved ☐

Date _____

Not approved ☐



Updated 10/2024