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 are limited in supply. Please contact the State Contracted Warehouse for any additional inventory needed.
- **Release** cases to the State Contracted Warehouse. 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
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

Food and Nutrition Division
Food Distribution Program

This product was funded by USDA.
This institution is an equal opportunity provider.

Updated 10/29/2026
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