

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 (requires Superintendent approval)
- Request Warehouse Inventory
- Release Inventory to Warehouse
- Food Bank-to-Food Bank Transfers



Follow these simple steps to make your request:

1. Access Transfer Form: SmartSheet link
2. Complete your section of the form and submit.
3. TDA will review submission and provide a response if approved or not approved.

Tips Before You Start

PREPARE REQUEST



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

INFORMATION NEEDED



- Number of Pounds or Cases
- USDA material #
- Ship-to Name

<https://app.smartsheet.com/sheets/M5Q7cWX4H7X855hgQRmhxhcCM9MQvfGq33MRrmw1?view=grid>

»»» WAREHOUSE

Request transfers to receive additional cases from the Warehouse or another Organization with TDA approval.

»»» PROCESSOR STATE ACCOUNTS

Request transfer from processor state account upon meeting criteria. Releasing inventory to the state account will require Superintendent approval. [Review State Account Balances](#).

»»» FOOD BANK-TO-FOOD BANK

Food Banks transferring CSFP or TEFAP inventory to each other.



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 7/14/2026
www.SquareMeals.org