

USDA FOODS SEARCH PROCESSING ITEMS



INSTRUCTIONS:

(*) REQUIRED INFORMATION

(1) District Searching for Pounds: Complete form and click the link Email Form to Food Distribution at the top right of screen. Request will be added to the USDA Food Search site upon receipt. (2) District Offering Pounds: Should contact school by phone or email regarding pounds.

(3) Once District Offering pounds has contacted the District Searching for pounds either district must submit email to Tysha.Sherard@ncagr.gov requesting to have pounds transferred.

Both districts should be included on email correspondence.

(4) After email has been received request will be sent to manufacturer to transfer pounds from one account to another.

Date Posted*	District Name*	Contact Name*	Contact Info*	Manufacturer*	Material Number/Name* Ex. 100103 / Large Bird	Pounds Needed*	Comments