



**State of Nevada**  
**Department of Agriculture**  
**Food & Nutrition Division**  
**405 S. 21<sup>ST</sup> Street, Sparks, NV 89431**  
**(775) 353-3758 Phone (775) 353-3749 Fax**

## DELIVERY LOCATION CHANGE REQUEST FORM

NATIONAL SCHOOL LUNCH PROGRAM  
 NUTRITION SERVICES INCENTIVE PROGRAMS  
 THE EMERGENCY FOOD ASSISTANCE PROGRAM  
 SUMMER FOOD SERVICE PROGRAM

CHARITABLE INSTITUTION  
 CHILD CARE FOOD PROGRAM  
 COMMODITY SUPPLEMENTAL FOOD PROGRAM

1. Agency (Legal Name): \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Mailing Address : \_\_\_\_\_

\_\_\_\_\_

3. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. New Delivery Location:

**(DRY):** \_\_\_\_\_  
 Address City State Zip Code

**(FROZEN):** \_\_\_\_\_  
 Address City State Zip Code

\_\_\_\_\_  
 Designated Official's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 NDA Warehouse Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 NDA Approval

\_\_\_\_\_  
 Date

**DELIVERIES ONLY: STATE TRUCK DRIVERS WILL DELIVER USDA FOODS TO THE DESIGNATED DELIVERY ADDRESS. IT IS THE RESPONSIBILITY OF THE SPONSOR TO PROVIDE SUFFICIENT STORAGE SPACE AND MANPOWER WHEN RECEIVING FOOD SHIPMENT. OUR OFFICE WILL ACCEPT THE SIGNATURE OF YOUR DESIGNATED STAFF PERSON ON DUTY AT THE DELIVERY ADDRESS.**

USDA is an Equal Opportunity Provider and Employer