

**Illinois State Board of Education
Nutrition Division
Food Distribution Program
USDA Foods**

Illinois Commodity System Delivery Site Change Form

Delivery site changes must be made by the 8th of the month prior to delivery.

To add or remove a delivery site, please fill out the information below and email to **fdp@isbe.net** or fax to 217-782-4550.

School District Name: _____

Agreement Number (RCDT): _____

Food Service Management Company (if applicable): _____

Remove Delivery Site

Delivery Site Name:
Delivery Address:

Add Delivery Site

Site Name:
Delivery Address:
Delivery Site Contact Name:
Phone Number:
Email Address:
Percent of USDA Foods to be Delivered to Site:
Mailing Address (if different than delivery address)

Name and Title of School Authorized Representative

Signature of School Authorized Representative

Date