NON-AUTOMATED FOOD SERVICE INVENTORY TRANSFER RECEIPT

REFERENCE: *DEPARTMENT OF AIR FORCE MANUAL 34-131, APPROPRIATED FUND (APF), FOOD SERVICE PROGRAM MANAGEMENT.*

1. TRANSFERRED FROM *(Base/ Unit/ Facility Name/ DODAAC)*	2. DATE TRANSFERRED OUT *(YYYY/MM/DD)*
3. TRANSFERRED TO *(Base/ Unit/ Facility Name/ DODAAC/Air Craft Tail Number)*	4. DATE TRANSFER RECEIVED *(YYYY/MM/DD)*

5. STOCK NUMBER OR MRE/UGR NSN	6. PRODUCT NAME OR MRE/UGR LOT NUMBER	7. QUANTITY	8. UNIT OF ISSUE	9. UNIT PRICE	10. UNIT TOTAL PRICE
				11. TRANSFER TOTAL	

12. TRANSFERRED BY *(Print Duty Title/ Name/ Rank)*	13. SIGNATURE OF PERSON TRANSFERRING INVENTORY
14. RECEIVED BY *(Print Duty Title/ Name/ Rank)*	15. SIGNATURE OF PERSON RECEIVING INVENTORY

DAF FORM 3516, 20231010; Prescribed by: DAFMAN34-131

Item 1. "Transferred From". List the Base, Camp, Site, or Installation the Inventory is being permanently transferred from. List the Unit or Squadron relinquishing responsibility for the Inventory. List the Facility Name or Building number the Inventory is removed from. List the DODAAC assigned to the organization.

Item 2. "Date Transferred Out". List Date Transfer occurs and inventory is no longer in possession.

Item 3. "Transferred To". List the Base, Camp, Site, or Installation the Inventory is being permanently transferred to. List the Unit or Squadron assuming responsibility for the Inventory. List the Facility Name or Building number the Inventory will be held. List the DODAAC assigned to the organization. List Tail Number of Aircraft for flight meals.

Item 4. "Date Transfer Received". List Date inventory will arrive at new storage location. If date is unknown due to travel lead times, place an estimated arrival date followed by EST. *Example, *2020/08/13 EST.* It is the responsibility of "Transferred By" and "Received By" designee on lines 12 and 14 to report inventory lost during transport to their AFSVC/SVOFA representative.

Item 5. "Stock Number or MRE/UGR NSN". For all inventory purchased through Subsistence Total Order and Receipt Electronic System (STORES), list the items "Stock Number". For Meals Ready Eat (MRE) or Utilized Group Rations (UGR), list the items National Stock Number (NSN).

Item 6. "Product Name or MRE/UGR Module/Lot Number". For all inventory purchased through STORES, use the Item Description. For MRE's/UGR's list the item followed by Lot Number.

Item 7. "Quantity". List the amount being transferred. For inventory purchased through STORES, use the Purchase Ratio Factor (PRF). For MRE's/UGR's list the quantity being transferred.

Item 8. "Unit of Issue". List the measurement of a Unit. For inventory purchased through STORES, use the Unit of Issue (UoI). *Example, case, container, pound, oz, etc. For MRE's/UGR's list the measurement of a unit. *Example, packs or cases. Do not use "Pallet" as a measurement.

Item 9. "Unit Price". List the value of a single unit being transferred.

Item 10. "Unit Total Price". List the total value of the inventory item being transferred. *Example, Quantity X Unit Price = Unit Total Price.

Item 11. "Transfer Total". List the total value of inventory being transferred.

Item 12. "Transferred By". List the Duty Title, Name and Rank of the designated authority relinquishing responsibility for the inventory.

Item 13. "Signature of Person Transferring Inventory". Signature of individual identified in "Item 12".

Item 14. "Received By". List the Duty Title, Name and Rank of the designated authority assuming responsibility for the inventory.

Item 15. "Signature of Person Receiving Inventory". Signature of individual identified in "Item 14".