Expedited procurement options may be used to meet immediate needs in emergency response operations or when regular shipments for other programs are delayed. There are four options:

**Swap**: One type of commodity (e.g., maize) is exchanged for another type (e.g., wheat). With donor approval, swaps may be arranged with private local suppliers.

**Loan**: The same type of commodity is borrowed from another program, another NGO, or a host government agency. **All loans must be repaid**.

**Transfer**: Commodity allocated to one approved USAID food assistance program is used by another approved program. In addition to meeting temporary shortages due to delays in ocean transportation, transfers may be used to improve efficiency of operation, for example to rapidly distribute stocks in danger of deterioration. **Transfers are NOT repaid**.

**Diversion**: Commodity onboard a ship destined for one program is redirected to meet the more urgent needs of another program. For example, commodities destined for the overseas pre-positioning warehouses are often diverted to emergency programs. If the discharge port specified in the ocean freight contract does not change, only a nominal cost is incurred to revise the customs clearance documentation. If the ship is redirected to a discharge port not specified in the freight contract, or if the revised customs clearance documentation does not arrive at the port before the ship, expensive demurrage and port storage fees may be incurred.

When considering expedited procurement options:

1. Receive **written** donor approval before any movement of commodity begins.
2. Document-in advance-the terms of all swaps, loans, and transfers through signed letters of agreement between all the agencies involved. Include in the document (for both commodity to be received and, if applicable, commodity used for repayment):
	* Commodity type
	* Commodity quantity
	* Quality standards (BUBD, required lab tests or inspections and fumigation, if necessary)
	* Packaging specifications (size, material, required branding and marking)
	* Physical location of commodity receipt and, if appropriate, repayment
	* Party responsible for organization and payment of transport
	* Repayment terms (value-for-value or ton-for-ton)
	* Repayment time limits and penalties for late repayment
3. Follow up regularly to ensure all loans and diversions are repaid according to the terms of the agreement.