

# Returned Contract Formula Log

LA/Site No. \_\_\_\_\_

Year \_\_\_\_\_

Date	Name of Formula Recipient  <i>Parent/Guardian Signature in yellow box</i>	Formula Exchange Screen Printed	Reason code	Staff Initials	Advance		Sensitive		Spit-Up		GS Soy		Expiration Dates  (comments on reverse side)
					PWD	CON	PWD	CON	PWD	RTU	PWD	CON	
<b>Beginning Balance on Hand</b>													
	<i>Printed Name:</i>	<input type="checkbox"/> Yes			*								
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<i>Printed Name:</i>	<input type="checkbox"/> Yes											
	<i>Signature:</i>	<input type="checkbox"/> No <sup>†</sup>											
	<b>Ending Balance</b>												
	<b>Physical Count</b>												

<sup>†</sup> If not printed, write formulas exchanged and the quantities on reverse side of this log (FD:19.0). This information is important for tracking and reconciling formula exchanges.

- REASON CODES:**
- 1-Exchange:** changing formulas; old formula being returned and/or new formula being issued from inventory
  - 2-Issued in lieu of benefits on card:** formula is not changing and some quantity of formula is issued out of returned inventory instead of being issued to card
  - 3-Formula sent to/received from another LA or clinic:** formula is to be shipped to or received from another site or LA
  - 4-Participant no longer using:** WIC purchased formula is returned to the clinic but is not exchanged for another formula
  - 5-Exception with state approval:** issued out for other reasons as requested by SA staff (document on reverse side)
  - D-Damaged:** formula damaged while in storage; formula being returned during an exchange transaction (document on reverse side)
  - E-Expired:** unused formula stored in clinic or drop-shipped. Drop-shipped formula requires SA notification before being destroyed. (document on reverse side)

\*Example



