**Penn State University**

**Housing & Food Services**

**Warehouse Request for Return/Pickup**

***Email completed form to: ABS Warehouse Specials or fax to: 814-865-8118***

**Location #:**

 **Location Name:**

**Date:**

*\*\*\*All* ***BOLD*** *fields must be completed prior to return\*\*\**

**Item #**      **Item Description:**

**Quantity:**       All items to be returned in full case increments, unless pre-approved

**Pack:**

Price/unit:       Date Received:

Lot # if applicable:

**Reason for Return:**

[ ]  Overstock (product ok for resale) [ ]  Incorrect Product (product ok for resale)

[ ]  Crushed/Damaged Case [ ]  Leaking Case/Seal

[ ]  Spoilage/Not fit for use [ ]  Recalled Product

[ ]  Other Product Quality Issue (Please Specify):

[ ]  Other (Please Specify):

***For returns due to warehouse picking errors, please contact the warehouse directly 814-865-6001 or email ABS Warehouse Specials***

**Warehouse Use Only:**

Approved Return Request: ****yes ****no Warehouse Mgr Initials:\_\_\_\_\_\_

**Return Item Verification**

Driver Initials:\_\_\_\_\_\_\_\_

Unit Storeroom Worker Initials:\_\_\_\_\_\_

***Please verify items and amounts for return as stated above***