**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***