

# Returned Formula Log Alternative Version

(OPTIONAL)

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

Year \_\_\_\_\_

Date	Name of Formula Recipient  <i>Parent/Guardian Signature in the shaded 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>																
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	<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

(+ ) or (- )

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running  
balance

