



## Product Waste Form

Program:

School:

Program coordinator:

\* Keep in mind that **this form is only for reporting products that are spoiled upon delivery**. This is not for items that have spoiled over a period of time. However, if this is happening, please contact your Program Support Officer so that we can adjust your order amounts.

\* **Please do not throw the product out!** Contact Lee to see what steps need to be taken.

Date	Product	Quantity	Reason	When the product was received

Additional comments:

After completing this form, please submit it to Lee (your Procurement/Warehouse Officer) as soon as possible.

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