

OVER, SHORT AND DAMAGED FORM

VDACS – Food Distribution

**This form must be submitted electronically (fax or email) to your RCM within 3 business days of item being received.**

Distributor/Foodbank: \_\_\_\_\_

Sales Order #: \_\_\_\_\_

Material #: \_\_\_\_\_ Material Description: \_\_\_\_\_

(Check One) Over \_\_\_\_\_ Short \_\_\_\_\_ Damaged \_\_\_\_\_

Amount that should have shipped: \_\_\_\_\_ / \_\_\_\_\_  
Cases Pounds

Amount actually received: \_\_\_\_\_ / \_\_\_\_\_  
Cases Pounds

Difference (+/-): \_\_\_\_\_

Date Truck was received: \_\_\_\_\_

Date Order Received in WBSCM: \_\_\_\_\_

Agency Adjustments (only required for distributors):

<u>Agency Name</u>	<u>Agency #</u>	<u>Original Number Of Cases On Order</u>	<u>Case Adjustment</u>	<u>Total Cases Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Distributor/Foodbank Signature

\_\_\_\_\_  
Date

Any processing items that arrive over, short or damaged, please call Tami Radcliff at 804-786-0665.