**Penn State University**

**Housing & Food Services**

**RECALL Return/Pickup**

***Email completed form to: ABS HFS Purch & ABS Warehouse Specials or***

***fax to: 814-865-8118 or 814-863-4577***

**Location #:**     **Location Name:**

**Date:**

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

**Item #**      **Item Description:**

**Quantity:**

**Pack:**

Price/unit:       Date Received:

Lot # if applicable:

**Reason for Return:**

[ ]  Recalled Product

[ ]  Other (Please Specify):

**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***