

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.