

USDA Foods Shipment Received Over, Short and/or Damaged

Instructions: Please complete this form if you did not receive the amount of USDA Foods as listed on your Warehouse Release provided by the driver, or if you received some damaged product. **First**, be sure you alerted the driver to any discrepancies as well. If discovered after the fact, contact Keck at 515-244-5631 x130 immediately!

Date: _____ Distribution: _____

Agreement #:

District/School Name:

Contact Name:

Contact email:

Telephone #:

Please fill in the table below with the USDA Foods affected.

USDA Food	Cases listed on Warehouse Release	Cases Received	Cases Over	Cases Shorted	Cases Damaged & Returned
(USDA Food)	(qty)	(qty)	(qty)	(qty)	(qty)
(USDA Food)	(qty)	(qty)	(qty)	(qty)	(qty)
(USDA Food)	(qty)	(qty)	(qty)	(qty)	(qty)
(USDA Food)	(qty)	(qty)	(qty)	(qty)	(qty)
(USDA Food)	(qty)	(qty)	(qty)	(qty)	(qty)

Additional Comments: [Click here](#) to enter text.

Please return this form to the Bureau of Nutrition and Health Services.

Email: iowaUSDAFoods@iowa.gov

Fax: 515-242-5988

Mail: Bureau of Nutrition and Health Services
c/o Food Distribution
400 E 14th street
Des Moines, Iowa 50319