

Damaged Contract Formula Sample Form
WIC – 404C

Purpose: To report damage of contract formula samples delivered to a WIC Program location.

Reference: [FDS 3.1.2-C](#) Ordering Contract Formula Samples

Procedure: Complete the form as follows:

1. **Local Agency Name-** Print the name of the local agency.
2. **Agency Contact-** Print the name of the authorizing Agency contact.
3. **Telephone-** Print the telephone number of the authorizing Agency contact.
4. **Date-** Print the date for completing the form.
5. **ID # -** Print the WIC site identification number for the delivery location.
6. **Location Name-** Print the name of the location were the formula was delivered.
7. **Number of Cans -** Print the number of damaged cans under the formula name column.
8. **Contact Name-** Print the name of the contact person at the delivery location.
9. **Submit Form –** Submit the completed Damaged Contract Formula Sample Form to the SWO Contract Formula Vendor Liaison by fax or email.

Disposition: Maintain in sample formula order file

Retention: Three (3) years. (Longer, if necessary, for audit or litigation resolution).

**Damaged Contract Formula Sample Form
WIC – 404C**

Local Agency Name: _____

Local Agency Contact: _____

Date: _____

Telephone: _____

Damaged Formula Name		Similac Advance Concentrate	Similac Advance Powder	Isomil Advance Soy Concentrate	Isomil Advance Soy Powder	
ID #	Location Name	Number of Cans	Number of Cans	Number of Cans	Number of Cans	Contact Person