Undistributed Medical Formula Inventory Log

**Use this form to track medical formula that was ordered, but will not be given to the participant because they no longer need it.** Document receipt of the formula and whether it was later issued to another participant or destroyed.

A CPA needs to approve all formula distributed from this inventory.

| **Date** | **Formula Name**  **&**  **Size of Container** | **\* Number of Cans**  Received “R”  Issued “I”  Destroyed “D” | Participant’s Name | **State WIC ID** | **Reason for Receiving, Issuing or Discarding Formula** | **Signature of WIC Staff** |
| --- | --- | --- | --- | --- | --- | --- |
| 06/15/21 | Alimentum  12.4 oz Powder | 5 cans / ® I D | Smith, Sally | 00000000-01 | Formula rx changed so child was not given the formula we ordered from the state. | Jane Doe, RD, LD |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |

**\*** cases must be converted to cans

Medical Formula Inventory Log

**Use this form to track medical formula that was ordered, but will not be given to the participant because they no longer need it.**

Document receipt of the formula and whether it was later issued to another participant or destroyed.

A CPA needs to approve all formula distributed from this inventory.

| **Date** | **Formula Name**  **&**  **Size of Container** | **\* Number of Cans**  Received “R”  Issued “I”  Destroyed “D” | Participant’s Name | **State WIC ID** | **Reason for Receiving, Issuing or Discarding Formula** | **Signature of WIC Staff** |
| --- | --- | --- | --- | --- | --- | --- |
| 06/15/21 | Alimentum  12.4 oz Powder | 5 cans / ® I D | Smith, Sally | 00000000-01 | Formula rx changed so child was not given the formula we ordered from the state. | Jane Doe, RD, LD |
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|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
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|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |
|  |  | R I D |  |  |  |  |

\* cases must be converted to cans