



**All formula shipped to the Local Agency Clinic will be tracked on Attachment #2, Special Formula Warehouse Order Tracking Form. At the time of ordering the Special Formula from the Formula Warehouse, the person ordering the Special Formula will complete sections 1-4.**

Section 1: Order Date. This is the actual date the order of the Special Formula was sent to from the Formula Warehouse.

Section 2: Participant/ Payee Name and Phone Number. This includes the name and telephone number of the Participant/Payee for whom the formula is intended.

Section 3: Product Name. The name of the particular Special Formula being ordered will be written in Section 3.

Section 4: WIC Staff Initials. The person placing the Special Formula Warehouse order will write their initials in Section 4.

**Sections 5-7 must be completed upon the delivery of Special Formula to the Local Agency.**

Section 5: Received Date. This is the date the Special formula is delivered at the local agency.

Section 6: WIC Staff Initials. Section 6 will include the initials of the local agency staff member responsible for receiving the Special Formula.

Section 7: Comments. Section 7 should include comments such as condition of the shipped formula (i.e. broken glass bottles, out-dated formula, formula intact, or when the Participant/Payee or Proxy was contacted).

**Section 8 will be completed upon pick up of the Special Formula by the Payee/Proxy.**

Section 8: Payee/Proxy Signature and Date Picked Up. Section 8 must be signed and dated by the Payee/Proxy when the Special Formula is picked up and taken out of the local agency. **Only the Payee/Proxy may sign for and pick up the Special Formula.**