**Penn State University**

**Housing & Food Services**

**Produce Request for Credit or Replacement**

Unit Name:       Date:

Vendor Name:

Please indicate if replacement is needed:

[ ]  Yes (Please call purchasing ASAP to make arrangements for replacement product)

[ ]  No

Item #      Item Description:

Quantity:       Price/unit:

Total Credit Due:

Code # if applicable:

Invoice #:       Date Received:

Reason for Credit:

 [ ]  Crushed/Damaged Cases [ ]  Country of Origin Incorrect

 [ ]  Moldy/Rotten

 [ ]  Under Ripe

 [ ]  Over Ripe

 [ ]  Other Product Quality Issue (Please Specify):

 [ ]  Other (Please Specify):

 [ ]  Incorrect Product (Please Specify):

**For Vendor Use Only:**

Approved Credit Request

Vendor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign approval of credit request and fax to Penn State HFS purchasing:

Phone: 814-865-6386 Fax: 814-863-4577