

Instructions: Use this Log for deliveries. Record any temperatures and corrective action taken on the Receiving Log. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the Receiving Log at the close of each day. The Receiving Log is kept on file for a minimum of one year.

Date/ Time	Vendor	Product	Temp- erature	Package Condition	Corrective Action Taken	Initials/ Date	Manager Initials/Date
		☐Cooler ☐Freezer ☐Dry Store ☐ Milk					
		☐Cooler ☐Freezer ☐Dry Store ☐ Milk					
		☐Cooler ☐Freezer ☐Dry Store ☐ Milk					
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