## **Receiving Log**

**Instructions**: A food employee will record the date, time, name of vendor and food product being received during deliveries. When the food product is received, a temperature for a representative sample of the food should be recorded. If the food items were delivered under improper conditions, procedures and/or temperatures, or was unwholesome, corrective action must be taken and delivery must be rejected. The employee will initial the entry and be verified by a manger that receiving practices are being monitored.

Date	Time	Vendor Name	Invoice #	Food Product	Temp.	Condition Acceptable Y/N If no, explain.	Employee Initials/ Verified By	
9/16/20	8 AM	Good Food Co.	#123456	Bacon (raw)	54	Y _√_N: _Temp. above 41	AB	CD
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