Receiving Log

Instructions: This form must be used 1) by schools/institutions to record the temperatures of at least two potentially hazardous foods from grocery deliveries, and 2) by schools/institutions that receive food from a central kitchen to record temperatures of potentially hazardous foods at serving time (if temperatures are not recorded on the daily delivery ticket.) If temperatures are recorded daily on the delivery ticket, then use this form to document corrective action if any temperatures are found to be in violation.

The food service manager will verify that food service 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 or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date