RECEIVING LOG

Instructions: Use this log for deliveries or receiving foods. Record any temperatures and corrective action taken. A supervisor/manager will verify that correct procedures are being followed and will initial and date the bottom of the form.
DO NOT ACCEPT ANY PERISHABLE FOODS ABOVE 41 DEGREES F

DATE	TIME	VENDOR	PRODUCT NAME	TEMPERATURE	CORRECTIVE ACTION	INITIALS

Supervisory/Manager Signature and Date:_____