**Receiving Log**

**Name of Food Establishment**:

**Address**:

**Date**:

**Brief Product Description**:

**Instructions:** Use this Log for deliveries or receiving foods from suppliers. Record any temperatures and corrective action taken on the Receiving Log. The supervisor of the food operation will verify that foodservice workers are receiving products using the proper procedure by visually monitoring foodservice workers during the shift and reviewing the log daily. Maintain the Receiving log for a minimum of 6 months after the food has been consumed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Receiving Log** | | | | | | | |
| **Date** | **Time** | **Vendor or Supplier** | **Product Name** | **Temperature (oF)** | **Corrective Action Taken** | **Initials** | **Verified by/Date** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |