

Receiving Log

Instructions: A food employee will record the date, time, name of the 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 food items were delivered under improper conditions, procedures, and/or temperatures, corrective action must be taken and the delivery must be rejected. The employee will initial the entry and be verified by a manager that receiving practices are being monitored.

Date	Time	Vendor Name	Invoice #	Food Product	Temp (°F)	Condition Acceptable? Y/N If no, explain.	Employee Initials/ Verified By	
9/1/16	8am	U.S. Foods	#123456	Bacon [Raw]	54	<u>Y</u> <u>N</u> : <u>Temp above 41</u>	CD	LD
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
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						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		
						<u>Y</u> <u>N</u> : _____		



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 To request this information in an alternate format,
 call 703-246-2444, TTY 711.
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