**Receiving Log**

**Instructions:** Record temperatures and any corrective taken for products received from a vendor, centralized kitchen, and/or meal-providing school in a joint agreement. Corrective action may include refusing products delivered in unsanitary condition, with signs of damage (including pest damage), at improper temperatures, with signs of temperature abuse, or other indications of mishandling.

| **Date** | **Time** | **Product** | **Received From** | **Temperature** | **Corrective Action Taken** | **Comments** | **Initials** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

