Wyoming Department of Education

Division of School Support

Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne, WY 82002-0050

307-777-6270

**Receiving Log**

**Instructions:** Use this log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the receiving log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring employees and receiving practices during the shift and reviewing the log daily.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | School | Product Name | Temperature | Corrective Action Taken | Initials/Date | Manager Initials/Date |
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