

Arizona Department of Education

Health and Nutrition Services

**USDA Direct Ship Receiving Report**

|  |  |
| --- | --- |
| Shipping Location: |  |
| Material Description:  | Material Code Number:  |
| Sales Order Number:  | Number:  |

**A. Incoming Shipment Data**

**B. Unloading Information (*original inspection certificates and all documentation*)**

|  |  |
| --- | --- |
| Date Called for Delivery Date:  | Contact Name: |
| Scheduled Delivery Date: | Scheduled Delivery Time: |
| Time Unloading Started: | Time Unloading Finished: |
| Truck/Car Number: | Temp Inside Truck/Car: |
| Pack Dates: | Seal Number: |
| Condition of Seal(s): | Load Condition:  |

**C. Inventory Accepted**

Purchase Order #:

Deliver No Later Than:

Cases Per Load:

|  |
| --- |
| Amount Received (*in cases*): |
| Amount Over/Short *(in cases*): |
| Amount Damaged and Refused (*in cases*):  |

 (Receiving Agency Name)

 (Signature of Representatives) (Date Report Completed)