Receiving Checklist

Current Status	Policies & Procedures	Action Required	To Be Completed By
	Receiving functions are performed by a trained hourly employee, not management		
	Receiving is performed by personnel not involved in purchasing functions		
	Receiving clerks are aware of the potential problems and loses associated with poor receiving procedures and practices		
	Written specifications are available on all products in the receiving area		
	Receiving procedures include:		
	Products and containers are inspected for condition and quality		
	Products are inspected for consistency with house specifications		
	Products are counted. Counts are compared to the invoice and purchase order (PO)		
	Products purchased by weight are weighed; actual weight is compared to invoice weight		
	Invoice prices are compared to PO (quoted) prices		
	Discrepancies and problems are immediately brought to driver's attention		
	A credit memo is prepared on-the-spot for all products returned – driver's signature is required		
	Receiving clerks know that signing the invoice is akin to signing a check		
	Receiving clerks communicate problems to the appropriate manager daily		
	Receiving is restricted to the hours of ___ to ___		

Current Status	Policies & Procedures	Action Required	To Be Completed By
	The receiving area is located near the delivery door and is clearly defined		
	Deliver drivers access is limited to the delivery area		
	The receiving scale is periodically checked for accuracy		
	Packaging material such as ice, cardboard, etc. is removed before weighing products		
	Receiving clerks verify correct product and prices by comparing to the purchase order and order guide		
	Receiving clerks daily post invoices in an Invoice Log or similar report		
	Products checked-in are immediately placed in the proper storage areas		
	New products are placed underneath or behind existing products in storage areas		
	New products are date labeled as they are placed in storage areas		
	The delivery door is locked except when deliveries or other such functions are in progress		
	A system is used to accurately identify individuals seeking access from the delivery door		
	Management personnel regularly observe the receiving process		