|  |  |  |
| --- | --- | --- |
| Current  Status | Policies & Procedures | Action Required |
|  | 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 |  |

|  |  |  |
| --- | --- | --- |
| Current  Status | Policies & Procedures | Action Required |
|  | Receiving is restricted to the hours of to \_\_\_\_\_ |  |
|  | 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 |  |