

# 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 losses 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 ____		