WAYBILL AND RECEIVING REPORT FOR FARM PRODUCTS

Date: _____ **Order:** _____

From: _____ **To:** _____
Issuing Unit (Budget Code) **Receiving Unit (Budget Code)**

Description Of Item	Number of Units	Unit Price Valued	Total Price Valued	Instruction for Standard Identification of Quantities
				The following Standard Quantity Units will be used: **ITEM** **ALL MEAT PRODUCTS:** **(Kitchen Ready)** **Dressed** _____ **Pounds** _____ **EGGS:** **Cases** ---------- **(30 dozen)** **Gallons** _____ **MILK:** **Gallons** _____ **RAW VEGETABLES:** **(Market Ready)** **Pounds** _____
GRAND TOTAL:				

Issued or Delivered by: _____ **Title:** _____

RECEIVED BY: (I certify that the above items were received by me)

_____ _____ _____
Signature **Title** **Date**

Retention Schedule: Upon completion, this form shall be kept locally for one (1) year in an active file in the Food Service Office, stored for five (5) years in an inactive file, and then destroyed.