

Check It In

All ★ Star Receiving for Child Nutrition

- ✓ **Visually inspect all items and look for signs of contamination or container damage.**
- ✓ **Check expiration and pack dates.**
- ✓ **Count boxes invoiced but not delivered; note shortages.**
- ✓ **Check the product number against the purchase order or receiving ticket.**
- ✓ **Check substitutions for approved brands.**
- ✓ **Check temperatures and record on chart.**
- ✓ **Remove any loose staples or fasteners.**
- ✓ **Reject unacceptable goods and note on invoice.**
- ✓ **Sign invoice and retain copy.**



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