

DHS COMMODITY DISTRIBUTION UNIT

AGENCY RECEIVING REPORT FOR USDA DIRECT SHIPMENT

Agency Name: _____ RA#: _____ Sales Order #: _____
(Ex: 500012345)

Commodity Name: _____ USDA Code: _____
(Ex: Applesauce) (Ex: 100208)

Date Shipment Received: _____

Is this a Co-Op with other districts? ☐

Receiving agency **MUST** complete all applicable entries, attach all receiving documents, email or fax to the Commodity Distribution Office at 501-371-1410 on **the day the shipment is unloaded.**

Carrier Name: _____ Temp: Ref. _____ Dry: _____

Seal Number: _____ Seal Intact ☐ Missing ☐ Broken ☐

*Note: If seal is broken or missing, contact the Commodity Distribution Office **prior** to unloading the shipment.*

Total Cases Ordered: _____ Total Cases Received: _____

Cases Short: _____ # Cases Over: _____ # Cases Damaged: _____

Pack Date: _____ Best if Used by Date: _____

The shipment of USDA donated food described on this report has been received in good order, exceptions noted. If cases were damaged, note if damaged was discovered:

Before Unloading ☐ During Unloading ☐ After Unloading ☐

Nature of Damage (Be Specific): _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

FOR COMMODITY DISTRIBUTION USE

Net Dollar Value: _____ Confirmed ACDS: _____

Average Cost/Lb.: _____ Confirmed ACDS: _____

Commodity Code: _____ Date Received in ACDS: _____

Date Allocation Completed: _____ Date Received in WBSCM: _____