

**Department Of Corrections
 Weigh Bill and Receiving Report
 for Farm Products**

Date:

From: _____
 Issuing Unit

To: _____
 Receiving Unit

Description Of Items	Number Of Units	Unit Price Valued	Total Priced Valued	Instructions for Standard Identification Of Quantities
				The following Standard Quantity units will be used:
				ITEM UNIT
				All Meat Products Dressed Pounds
				Eggs Cases (30 Dozen)
				Milk Gallons
				Raw Vegetables Pounds (Market Ready)
				Syrup Gallons
				Canned Goods 6/10 Cases
Grand Total				All Other Items-----Pounds

Issued or Delivered By: _____ Title:

Received By: _____ Title:

RETENTION SCHEDULE:

This form, upon completion, will be kept in a filing area for three years, one year active and two years inactive. A copy should be forwarded to Central Farm to be kept in a filing area for five years, one year active and four years inactive, then destroyed.