

**WAY BILL 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
				<p>The following Standard Quantity Units will be used:</p> <p style="text-align: center;">ITEM</p> <p>ALL MEAT PRODUCTS: (Kitchen Ready) Dressed _____ Pounds _____</p> <p>EGGS: Cases _____ (30 dozen)</p> <p>Gallons _____</p> <p>MILK: Gallons _____</p> <p>RAW VEGETABLES: (Market Ready) Pounds _____</p>
GRAND TOTAL:				

Issued or Delivered by: _____ Title: _____

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

Signature Title Date

RETENTION SCHEDULE: This form, upon completion, will be kept in a local filing area for six years, one year active and five years inactive, then destroyed.