Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward
Secretary of Agriculture

AGENCY RECEIVING REPORT FOR USDA DIRECT SHIPMENT

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

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

Date Shipment Received: _____

Is this a Co-Op with other districts? ☐ District Name: _____

Receiving agency **MUST** complete all applicable entries, attach all receiving documents, and email (agri.commodities@arkansas.gov) to the Food Distribution Office 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 Food 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 FOOD DISTRIBUTION USE

Net Dollar Value: _____ Confirmed ACDS: _____
Average Cost/Lb.: _____ Confirmed ACDS: _____
Commodity Code: _____ Date Receipted in ACDS: _____
Date Allocation Completed: _____ Date Receipted in WBSCM: _____

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