食材驗收記錄表

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | 廠商名稱 | 品名 | 數量 | 檢查結果 | | | | 記錄人員 |
| 溫度 | 包裝 | 外觀 | 無異物 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

※附註：若食材驗收檢查結果符合標準則打“V”，不符合則打“X”。

衛生管理人員： 主管簽名：