Food Assistance
PO Box 42560
Olympia WA 98504-2560
foodassistance@agr.wa.gov

Commodity Supplemental Food Program (CSFP) – USDA Receiving Document

This form applies to USDA multi-shipments. Please enter information into USDA's Web-Based Supply Chain Management System (WBSCM) within 48 hours of receipt.

Contractor Name: _____ Contact Person: _____
(Person who signed for the load)

Shipment Information					Receiving Information				
Requested Delivery Date	Sales Order (1000) Number	Material Number	Commodity Description	Quantity Requested	Quantity Received	Quantity Over	Quantity Short	Quantity Damaged	Date Received

Did you receive 24 hours' notice of delivery? ☐ Yes ☐ No If no, what was the carrier's name: _____

If shipment had an overage and/or shortage, when was it discovered? ☐ Before Unloading ☐ During Unloading ☐ After Unloading ☐ Miscount

If shipment had any damaged items, when was it discovered? ☐ Before Unloading ☐ During Unloading ☐ After Unloading ☐ Miscount

If you find damaged items after the commodity is receipted, you must fill out a *Commodity Loss/Adjustment Report* and account for the damage on your monthly Inventory Report.