

School Order Receiving Checklist

A School Purchasing Resource from BulkSupply.com

Use one record per shipment or delivery. Some orders may arrive in multiple cartons or from multiple distribution centers.

Identify shipment

- ☐ School / building: _____ Date: _____
- ☐ Order / PO reference: _____ Receiving staff: _____
- ☐ Carrier / tracking: _____

Check and document

- ☐ Look for damage to exterior cartons or packaging.
- ☐ Compare each received product and its unit of measure with the packing slip.
- ☐ Check quantities against the specific shipment or order; note shortages and extras.
- ☐ Photograph and document any damaged or incorrect items as appropriate.
- ☐ Keep the product and packaging until any reported issue has been resolved.

Close out

- ☐ Report damaged, defective or short-shipped goods within 72 hours of delivery under BulkSupply.com policy.
- ☐ Note shipments still outstanding; do not mark a multi-shipment order complete too early.
- ☐ Update internal stock records and alert the purchasing contact to exceptions.

Current policy details: <https://www.bulksupply.com/shipping> | Customer service: (800) 847-6614.