Stock Record (Sample)

Instructions: At the end of each stock record page and at the end of each month, conduct a physical check of the inventory and compare it with the recorded balance, looking for any discrepancies. If the cause of the discrepancy cannot be discovered and corrected, make a note of this. Start a new stock record page by recording the physical count from the previous page. Use the correct physical count for the starting balance. Use the remaining lines to record new shipments of vaccines and weekly accounts of doses used.

Vaccine Type: _____PPV_____   **Month and Year:** _January 2008_

Date Received or Usage Tallied	Person Receiving Shipment *	Arrival Condition **	Vaccine or Diluent Name	Manufac-turer	Vial Type (S, M, Y) ***	Lot Number	Expiration Date	Expiration Date After Reconsti-tution	Doses Received/ Balance Forward	Doses Used †	Balance (Doses)
01/2/08	BEGINNING BALANCE FOR THE MONTH								2	N/A	2
01/9/08										1	1
01/16/08	LST	✔	Pneumovax 23	Merck	M	0395B	2/16/09	N/A	5	3	3
01/22/08										1	2
01/29/08										0	2
Vaccine Totals									7	5	2 ††

* The initials of the person who unpacked and checked the vaccine and/or diluent upon arrival.

** ✔ = vaccine arrived in good condition;
X = condition of vaccine questionable and state health department immunization program and vaccine manufacturer contacted. Document details/outcome on reverse side of Stock Record.

*** S = single-dose vial;
M = multidose vial;
Y = manufacturer-filled syringe.

† Includes number of doses administered, wasted, spoiled, expired, or transferred.

†† Enter the sum of "Total Doses Received/Balance Forward" minus "Total Doses Used"

Physical Stock Check (In Doses)	2
Difference ("Balance" minus "Physical Stock Check")	0
Balance Carried Forward (In Doses)	2

Some state or local health department immunization programs have developed their own stock records for vaccine providers. Contact program staff for information. If stock records **are not** available from the state or local health department immunization program, this stock record may be used (see **Stock Record** in the Resources section for a blank version).