

Stock Record

Instructions: 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 a discrepancy cannot be determined and corrected, make a note of this. Start a new stock record page by recording the physical count of the previous page. Use the correct physical count for the starting balance. Use the remaining lines to record new shipments of vaccines/diluents and weekly accounts of doses used.

Vaccine Type: _____

Month and Year: _____

Date Received or Usage Talled	Person Receiving Shipment *	Arrival Condition **	Vaccine or Diluent Name	Manufacturer	Vial Type (SDV, MDV, MFS)	Lot Number	Expiration Date	Expiration Date After Reconstitution	Doses Received/Balance Forward	Doses Used †	Balance (Doses)
BEGINNING BALANCE FOR THE MONTH										N/A	

- * The initials of the person who unpacked and checked the vaccines/diluents upon arrival
- ** G = vaccines/diluents arrived in good condition
? = condition of vaccines/diluents questionable and state and local health department immunization program and vaccine manufacturer(s) contacted. Document details/outcome on reverse side of stock record.
- *** SDV = Single-dose vial
MDV = Multidose vial
MFS = Manufacture-filled syringe
- † Includes number of doses administered, wasted, unusable, expired, or transferred.
- †† Enter the sum of "Total Doses Received/Balance Forward" minus "Total Doses Used."

Vaccine Totals					††
	Physical Stock Check (In Doses)				
	Difference ("Balance" minus Physical Stock Check)				
	Balance Carried Forward (In Doses)				

Some state or local health department immunization programs have developed their own stock records for immunization providers. Contact program staff for information. If stock records are not available from your state or local health department or an Immunization Information System (IIS), this stock record may be used.