

# **eWIC Card and Card Sleeve Inventory Log**

## **WIC-402**

**Purpose:** Use log to inventory eWIC Card and Card Sleeve stock and related materials for issuing food benefits according to WIC Policy and Procedure FDS 04.1 on a monthly basis.

**Reference:** FDS 04.1

**Procedure:** Complete the form as follows:

1. List the appropriate WIC item.
  - a. eWIC Card stock
  - b. Card Sleeves
2. Enter the quantity of each WIC item.
3. Enter the date WIC item is inventoried.
4. Enter the title the local agency personnel completing the inventory.
5. Enter the signature of the local agency personnel completing the inventory.
6. File logs for monitoring / auditing purposes.

**Retention:**

1. Retain the logs according to Records Retention policy.

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WIC ITEM	QUANTITY	INVENTORY DATE	TITLE OF PERSONNEL	SIGNATURE OF PERSONNEL