

Provider's Name: _____

VFC Pin # _____

Ordering Schedule:

	As-Needed		
	Monthly-1	Jan thru Dec	1 st – 15 th
	Monthly-2	Jan thru Dec	16 th – 31 st
	Bi-Monthly-1	Jan-Mar-May-Jul-Sept-Nov	1 st – 15 th
	Bi-Monthly-2	Jan-Mar-May-Jul-Sept-Nov	16 th – 31 st
	Bi-Monthly-3	Feb-Apr-Jun-Aug-Oct-Dec	1 st – 15 th
	Bi-Monthly-4	Feb-Apr-Jun-Aug-Oct-Dec	16 th – 31 st
	Quarterly-1	Jan-Apr-Jul-Oct	1 st – 15 th
	Quarterly-2	Jan-Apr-Jul-Oct	16 th – 31 st
	Quarterly-3	Feb-May-Aug-Nov	1 st – 15 th
	Quarterly-4	Feb-May-Aug-Nov	16 th – 31 st
	Quarterly-5	Mar-Jun-Sept-Dec	1 st – 15 th
	Quarterly-6	Mar-Jun-Sept-Dec	16 th – 31 st

Doses of VFC Vaccine in 2024	Cost of VFC Vaccines in 2024

***EVERYONE MUST DO INVENTORY RECONCILIATION ON A WEEKLY BASIS,
NO MATTER WHAT ORDERING SCHEDULE***

*(You could be **required** to reconcile more frequently if doses are unaccounted for.)*

BORROWING OF VACCINE BETWEEN PUBLIC-VFC STOCK AND PRIVATE STOCK IS NOT ALLOWED!

Expired VFC Vaccines:

Any and all expired, damaged, and/or non-viable VFC vaccines must be forwarded to the Immunization Program office for accounting and reimbursement of the federal vaccine excise tax.

- Place vaccines in envelope, box, etc.
- Include a copy of the Vaccine Transfer Report which can be printed from LINKS (Located in the P&P Manual in Document Center or Reports/State Reports/Vaccine Transfer Report)
 - List all vaccines being returned
 - Make sure that the name of your facility and your VFC Pin # (at the top of this form) are included on the form
- Ship to:

Office of Public Health/Immunization Program
1450 Poydras St., Ste. 1938
New Orleans, LA 70112-1938