

Provider's Name: \_\_\_\_\_

VFC Pin # \_\_\_\_\_

Ordering Schedule:

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

Doses of VFC Vaccine in 2025	Cost of VFC Vaccines in 2025

**\*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