

Monthly VFC Reporting Checklist

The following items have to be completed no later than the 7th day of the month to avoid being suspended or placed on-hold with the VFC Program:

- Submit Temperature Log or download Data Logger on first day of the month
- Vaccine returns have been requested
- Wasted vaccine has been adjusted
- Borrowing Report has been submitted
- Pending inventory shipments from the previous month have been accepted
- Reconciliation dated from the first day of the reporting month to the last day of the reporting month has been submitted
 - For example... January 1, 2015 to January 31, 2015)
- Vaccine order submitted
 - Vaccine order cannot be submitted without the previous items having been completed

Questions can be directed to the Help Desk at 877-296-0464.