Issuance of Multi-User Pumps & Collection Kit Inventory Log

Local Agency# _____ **Site #** _____ **Page #**_____

Reason codes: A. Premature, sick, or otherwise compromised newborn
B. Weak or ineffective infant suck; establish/build milk supply
C. Other reason as determined by CA, WCS, PC, IBCLC or WIC Director (Document reason)

Multi-User Serial #	Participant Name	Collection Kits Issued/ Recv'd (-/+)	Collection Kits Running Balance	Reason Code	Date Issued	Date Due	Staff Signature	Notes	Date Returned
Beginning Balance of Collection Kits *(This is the ending balance from the previous page)*					**Date:**				
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
Ending Balance of Collection Kits *Carry the ending log balance to the first line of new page*			0						

Important Reminders:

- All participants *must* sign a Multi-user Electric Breast Pump Loan Contract prior to issuance.
- Reconcile physical inventory against running log balance at least monthly.
- Check the date due column daily to make sure no pumps are overdue and all returned pumps are logged back into inventory.

Ending # of Multi-User Pumps Currently In Stock	
Ending # of Multi-User Pumps Currently On Loan	
Total # of Multi-User Pumps In Stock & On Loan *Total should match the number of pumps in master inventory log*	
Staff Signature	Date

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