

# Manual Breast Pump Receiving and Distribution Log

To be maintained at administrative site or breast pump delivery site at all times

Local Agency # \_\_\_\_\_ Site # \_\_\_\_\_ Page # \_\_\_\_\_

Date Received	Type of Pump	# of Pumps Received*	Date Reconciled in BOS **	Date Distributed	# of Pumps Distributed	Distribute to Site # (include admin. site)	Running Balance	Staff Signature

\* Document shipments received from state agency on the date the pumps/flanges are received at your local agency administrative site or breast pump delivery site

\*\* Complete the breast pump reconciliation in BOS upon delivery of each shipment and submit to the State Agency within 3 business days of receiving inventory.

