

# VACCINE ORDERING WORKSHEET

**Instructions:** Complete the worksheet that matches your provider category (e.g., low-, medium-, or high-volume) before submitting routine vaccine orders. Refer to the VFC Program *Provider Operations Manual* as needed.

**First, conduct a physical vaccine inventory to determine the doses on hand.**

- Remove the first vaccines from the storage unit and group by lot numbers. Note the vaccine brand, lot numbers, and expiration dates in **columns A, B, and C** of the worksheet.

REFRIGERATOR					
	A	B	C	D	
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND
DTaP	<input checked="" type="checkbox"/> DAPTACEL-vials	10	C3356AA	09/26/19	
	<input type="checkbox"/> Infanrix-vials	10	C3359AA	12/31/19	
	<input type="checkbox"/> Infanrix-syringes	10			

- Count all doses of that lot number and write the # *Doses on Hand* in **column D**. Repeat for each lot number.

REFRIGERATOR											
	A	B	C	D	E	F	G	H	I	J	
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ADMINISTERED	SAFETY STOCK	ESTIMATED NEED	TOTAL DOSES ON HAND (total column D)	# DOSES	TOTAL DOSES TO ORDER
DTaP	<input checked="" type="checkbox"/> DAPTACEL-vials	10	C3356AA	09/26/19	10						
	<input type="checkbox"/> Infanrix-vials	10	C3359AA	12/31/19	2		x 1.33 =		- 12		
	<input type="checkbox"/> Infanrix-syringes	10									

- Add up the doses in **column D** and write the *Total Doses on Hand* in **column H**.
- Return those vaccines to the storage unit and repeat for all VFC vaccines before completing the rest of this worksheet.

**Determine the total doses administered since your previous order.**

- Record the *Total Doses Administered* in **column E**.  
*Using an immunization registry or EHR/EMR?* Run usage reports to filter VFC vaccines administered.  
*Otherwise, if using VFC "Daily Usage Log" (IMM-1053):*
  - Add up the *Daily Total* for all copies of the usage logs completed since your previous order.
  - Record the *Total Doses Administered* in **column E** (see below).

**Calculate the total doses to order.**

- Calculate and write the *Estimated Need* in **column G**.
  - Multiply **column E** by **column F**.
  - Write the number in **column G**.
- Calculate and write the # *Doses* in **column I**.
  - Calculate **column G** minus **column H**.
  - Write the number in **column I**.

E	F	G	H	I	J
TOTAL DOSES ADMINISTERED	SAFETY STOCK	ESTIMATED NEED	TOTAL DOSES ON HAND (total column D)	# DOSES	TOTAL DOSES TO ORDER
25	x 1.33 =	33.25	- 12	21.25	30

- Round up and write the *Total Doses to Order* in **column J**.
  - If the number in **column I** is negative (such as "-10.68"), write "0" in **column J**.
  - Otherwise, round up to the nearest order quantity (doses/box) and write the number in **column J**.

**Submit your order on [MyVFCvaccines.org](http://MyVFCvaccines.org) using the information from this worksheet.**

**Remember:** Report doses administered (since the previous order) and doses on hand (at the time of the order) for all VFC vaccines—even if you're not ordering new doses.

*Don't forget to process returns and transfers.*

Date: \_\_\_\_\_

**Instructions:** Complete this worksheet using the attached instructions before ordering routine vaccines on [MyVFCVaccines.org](http://MyVFCVaccines.org). Be sure to use the sheet that corresponds to your provider category.

**REFRIGERATOR**

	A		B	C	D	E	F	G	H	I	J
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ADMINISTERED	SAFETY STOCK	ESTIMATED NEED	TOTAL DOSES ON HAND (total column D)	# DOSES	TOTAL DOSES TO ORDER
DTaP	<input type="checkbox"/> Daptacel–vials	10	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Infanrix–vials	10	-----		-----						
	<input type="checkbox"/> Infanrix–syringes	10	-----		-----						
DTaP-HepB-IPV	Pediarix–syringes		-----		-----		x 1.33 =		-	=	
DTaP-IPV	<input type="checkbox"/> Kinrix–vials	10	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Kinrix–syringes	5	-----		-----						
	<input type="checkbox"/> Quadracel–vials	10	-----		-----						
DTaP-IPV/Hib	Pentacel–vials	5	-----		-----		x 1.33 =		-	=	
HepA	<input type="checkbox"/> VAQTA–vials	10	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Havrix–vials	10	-----		-----						
	<input type="checkbox"/> Havrix–syringes	10	-----		-----						
HepB	<input type="checkbox"/> Engerix-B–vials	10	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Engerix-B–syringes	10	-----		-----						
	<input type="checkbox"/> Recombivax HB–vials	10	-----		-----						
Hib	<input type="checkbox"/> ActHIB–vials	5	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Hiberix–vials	10	-----		-----						
	<input type="checkbox"/> PedvaxHIB–vials	10	-----		-----						
HPV	Gardasil 9–vials	10	-----		-----		x 1.33 =		-	=	
IPV	IPOL–vials	10	-----		-----		x 1.33 =		-	=	
MCV4	<input type="checkbox"/> Menactra–vials	5	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Menveo–vials	5	-----		-----						
MenB	<input type="checkbox"/> Bexsero–syringes*	10	-----		-----		x 1.33 =		-	=	
	<input type="checkbox"/> Trumenba–syringes*	10	-----		-----						
PCV13	Prenar 13–syringes	10	-----		-----		x 1.33 =		-	=	

\* Highlights indicate special order VFC vaccines

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	A	B	C	D	E	F	G	H	I	J	
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ADMINISTERED	SAFETY STOCK	ESTIMATED NEED	TOTAL DOSES ON HAND (total column D)	# DOSES	TOTAL DOSES TO ORDER
PPSV23	Pneumovax 23-vials*	10	-----	-----	-----		x 1.33 =		- =		
RV	<input type="checkbox"/> Rotarix-vials <input type="checkbox"/> RotaTeq-tubes <input type="checkbox"/> RotaTeq-tubes	10 10 25	-----	-----	-----		x 1.33 =		- =		
Td	<input type="checkbox"/> Tenivac-vials* <input type="checkbox"/> Tenivac-syringes* <input type="checkbox"/> Td Vaccine (Grifols)-vials*	10 10 10	-----	-----	-----		x 1.33 =		- =		
Tdap	<input type="checkbox"/> Adacel-vials <input type="checkbox"/> Adacel-syringes <input type="checkbox"/> Boostrix-vials <input type="checkbox"/> Boostrix-syringes	10 5 10 10	-----	-----	-----		x 1.33 =		- =		

**FREEZER**

MMR	MMR-II-vials	10	-----	-----	-----		x 1.33 =		- =		
MMRV	ProQuad-vials	10	-----	-----	-----		x 1.33 =		- =		
VAR	Varivax-vials	10	-----	-----	-----		x 1.33 =		- =		

Remember to report returns and transfers before submitting your order on [MyVFCVaccines.org](http://MyVFCVaccines.org) using the information from this worksheet.

\* Highlights indicate special order VFC vaccines

Date: \_\_\_\_\_

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	A		B	C	D	E	F	G	H	I	J
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRA-TION DATE	# DOSES ON HAND	TOTAL DOSES ADMINISTERED	SAFETY STOCK	ESTIMATED NEED	TOTAL DOSES ON HAND (total column D)	# DOSES	TOTAL DOSES TO ORDER
DTaP	<input type="checkbox"/> Daptacel–vials	10	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Infanrix–vials	10	-----		-----						
	<input type="checkbox"/> Infanrix–syringes	10	-----		-----						
DTaP-HepB-IPV	Pediarix–syringes		-----		-----		x 1.5 =		-	=	
DTaP-IPV	<input type="checkbox"/> Kinrix–vials	10	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Kinrix–syringes	5	-----		-----						
	<input type="checkbox"/> Quadracel–vials	10	-----		-----						
DTaP-IPV/Hib	Pentacel–vials	5	-----		-----		x 1.5 =		-	=	
HepA	<input type="checkbox"/> VAQTA–vials	10	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Havrix–vials	10	-----		-----						
	<input type="checkbox"/> Havrix–syringes	10	-----		-----						
HepB	<input type="checkbox"/> Engerix-B–vials	10	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Engerix-B–syringes	10	-----		-----						
	<input type="checkbox"/> Recombivax HB–vials	10	-----		-----						
Hib	<input type="checkbox"/> ActHIB–vials	5	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Hiberix–vials	10	-----		-----						
	<input type="checkbox"/> PedvaxHIB–vials	10	-----		-----						
HPV	Gardasil 9–vials	10	-----		-----		x 1.5 =		-	=	
IPV	IPOL–vials	10	-----		-----		x 1.5 =		-	=	
MCV4	<input type="checkbox"/> Menactra–vials	5	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Menveo–vials	5	-----		-----						
MenB	<input type="checkbox"/> Bexsero–syringes*	10	-----		-----		x 1.5 =		-	=	
	<input type="checkbox"/> Trumenba–syringes*	10	-----		-----						
PCV13	Prennar 13–syringes	10	-----		-----		x 1.5 =		-	=	

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RV	<input type="checkbox"/> Rotarix-vials <input type="checkbox"/> RotaTeq-tubes <input type="checkbox"/> RotaTeq-tubes	10 10 25	-----	-----	-----		x 1.5 =		- =		
Td	<input type="checkbox"/> Tenivac-vials* <input type="checkbox"/> Tenivac-syringes* <input type="checkbox"/> Td Vaccine (Grifols)-vials*	10 10 10	-----	-----	-----		x 1.5 =		- =		
Tdap	<input type="checkbox"/> Adacel-vials <input type="checkbox"/> Adacel-syringes <input type="checkbox"/> Boostrix-vials <input type="checkbox"/> Boostrix-syringes	10 5 10 10	-----	-----	-----		x 1.5 =		- =		

**FREEZER**

MMR	MMR-II-vials	10	-----	-----	-----		x 1.5 =		- =		
MMRV	ProQuad-vials	10	-----	-----	-----		x 1.5 =		- =		
VAR	Varivax-vials	10	-----	-----	-----		x 1.5 =		- =		

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