# Lay Vaccinator Inventory Sheet

Begin using the lay vaccinator inventory sheet by entering in your starting inventory under the "Reconciliation and Reporting" tab in the highlighted cells.

Monthly Report		May-23	Jun-3
Part A- Physical Inventory	,		
	L Last Month Inventory:		
	Rabies Vaccine Vials (doses):	70	
	DAPP Vaccine doses:	50	
	2 End of this month Inventory	50	
	Rabies Vaccine Vials (doses):		
	DAPP Vaccine doses:		
	This month Physical Usage * Last		
	month inventory - (minus) this month	14	
	3 inventory	May-23	Jun-3
	Rabies Vaccine doses:		
	Dapp Vaccine doses:		
Part B- Reported Use			
	Rabies Vaccine Total:	0	
	DAPP Vaccine Total:	0	
Part B(a)- Received			
	Rabies Vaccine Total:	0	
	DAPP Vaccine Total:	0	
Part C- Reconcilation			
	Part A3 Rabies - (minus) Part B Rabies	0	
	Part A3 DAPP - (minus) Part B DAPP	0	
	*If difference is "0" you are balanced		
	* If difference is not zero, please		
	provide an explanation		
Part D- Other Reporting			
	Have all owners signed a consent for		
	vaccination? * If no please provide an		
	explanation		
	Have all owner consents been sent to		
	the MVMA? * If no please provide an		
	explanation		
	Any adverse reactions reported? * If		
	yes, please provide details		
	Was varring received by the TOC this		-
Physical Inve Physical Inve	entory 🔰 Vaccine Usage 🚽 Received Vacci	ne Reconciliation and R	eporting

## Physical Inventory Tab

At the end of each month, count the number of doses that you have on hand and record the number on the "Physical Inventory" tab.

Date (YYYY-	Rabies Vaccine	DAPP2 Vaccine				
			Inventory Counted By			
2023-05-31						
2023-06-30						
2023-07-31						
2023-08-31						
2023-09-30						
2023-10-31						
2023-11-30						
2023-12-31						
2024-01-31						
2024-02-29						
2024-03-31						
< > F	Physical Invento	ry Vaccine Usa	age Received Vaccine	Reconcilia	ation and Re	porting
dy 🔚						

The number recorded here will automatically be recorded on the "Reconciliation and Reporting" sheet.

## Vaccine Usage Tab

Record any vaccine usage in the "Vaccine Usage" tab.

This tab is where you should include expired or wasted vaccines. In the case of expired or wasted vaccines, under name of owner just record as "Waste" or "Expired Vaccine".

Make sure that the date follows the YYYY-MM-DD format, so that this information automatically transfers to the "Reconciliation and Reporting" sheet.

This is the information that is used to reconcile with the physical inventory at the end of each month.

I A	B	L	D	L F	F	6	H	
1							Client	
						Client	Consent	
				<b>Rabies Amount</b>		Consent	sent to	
Date (YYYY-				Administered	administered	signed	MVMA	
MM-DD) 💌	Name of Animal Owner	Name of Animal	🖌 Animal Type 📃 💌	(# of doses) 💌	(# of doses) 💌	(Yes/No) 🔽	(Yes/No) 💌	
	-							
Total				0	0			
TOLAT				U	U			-
-								
-								-
-								
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-								
	Physical Inventory Vaccine	Usage Received Vaccine	Reconciliation and R	eporting	÷			
	The second second				<u> </u>			
ady 🔚								

### **Received Vaccine Tab**

Any vaccine received into inventory should be tracked in the "Received Vaccine" tab. Do not include expired vaccines that are discarded into this sheet. Those should be recorded into the "Vaccine Usage Tab"

Make sure that the date follows the YYYY-MM-DD format, so that this information automatically transfers to the "Reconciliation and Reporting" sheet.

	Number of						Documentation confirming		
			Rabies		Number of	DAPP Date of	inventory received by the		
Date (YYYY-		TOC person who received	Vaccines	Expiration (YYYY-	DAPP	expiration (YYYY-	TOC sent to the MVMA		
/IM-DD) 🛛 🔽	Received from	🔹 shipment 🛛 💌	received 🛛 💌	MM-DD) 🗾 🔽	received 💌	MM-DD) 🗾 🔽		-	
otal			0		0				
	Physical Inventory Vaccine Usage	Received Vaccine Reconcil	iation and Repo	rting 🕘				W	

#### Reconciliation and Reporting Tab

Apart from the highlighted portion that you filled out when you first received this spreadsheet, the only portion on this tab that you should be filling out is the explanation if the physical inventory and usage do not reconcile under Part C, and Part D.

If the physical inventory and usage do not reconcile, the number in Part C reconciliation will highlight in red and you should then provide an explanation under Part C.

Part D is the detailed reporting.