## WIC Card Daily Check-out & Inventory Log

- Use a separate Daily Check-out & Inventory Log for <u>each box</u> of WIC Cards
- Keep completed Daily Check-Out & Inventory Logs with the WIC Card Inventory Log

## Date box received: Received by: 2 staff signatures required

Box Number	
Card Range	
Starting Number:	
Ending Number:	
Date Range	
Began issuing cards from box:	
Date all cards used:	

## Daily card check-out and inventory log

Date	Staff Initials	# Taken out	# Returned	# Used	Running Total Used

Daily card check-out and inventory log for Box #: \_\_\_\_\_ (continued)

Date	Staff Initials	# Taken out	# Returned	# Used	Running Total Used

This institution is an equal opportunity provider.

Washington State WIC Nutrition Program doesn't discriminate.



For persons with disabilities, this document is available on request in other formats.

