## 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
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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.



