**MN WIC Card Inventory Log**

* CARD NUMBERS are 16-digits, for example 6107270000075009. The first 6 digits (610727) are always the same, and don’t need to be recorded. The middle 9 digits (000007500) *are sequential* in the box of cards. The last digit (in this case 9) is a calculated number and *not sequential*.
* BOXES contain 250 cards. In example below, the first box contains 250 cards, numbered 0000075009 to 0000077492. (Ignore the digit in black when calculating the 250 cards/box.)
* Record on the log ***the last 10 digits*** of the first & last card in the box: 0000075009-77492

| **Date** | **Received/**  **Distributed** | **Quantity**  **(# of boxes/cards)** | **Card Number/Series**  **(record last 10 digits)** | **Card Distribution**  **(Card Number/Series & clinic)** | **Staff** | **Inventory Balance**  **(# of boxes/cards)** |
| --- | --- | --- | --- | --- | --- | --- |
| 10/1/18 | Received | 4 boxes | 0000075009-77492  0000077503-79999  0000080001-82494  0000082508-84995 |  | CW | 4 |
| 10/5/18 | Distributed | 2 boxes |  | 0000080001-82494 (clinic 025)  0000082508-84995(clinic 026) | MY | 2 |
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*Shaded area is sample.*