# Job Aid for Use of the Report, Request, and Issue Voucher (MCHP/CHP/CHC)

**Completed by:** In-Charge of PHU (MCHA,SECHN,CHO)
**Purpose:** To report the amount of Health Commodities received, dispensed, stock on hand, and losses/adjustments. This information is used by the DHMT to calculate the appropriate quantities of Health Commodities to be supplied.
**When to perform:** At the end of each calendar month and submitted by the **5th** of the next month
**Materials needed:** Completed *Inventory Control Cards/Stock Cards*, *Daily Dispensing Register*, blank *Report, Request and Issue Voucher for Health Commodities*, *RR&IVs* from previous month, calculator and pen

| Step | Action | Notes |
|---|---|---|
| 1. | **Reporting Period:** Write the day, month and year for the starting date and ending date of the reporting period. | The reporting period is a full month. The *RR&IV* should be completed at the end of each calendar month. Example: 1 April 2016 – 30 April 2016 |
| 2. | **Facility Name:** Write in the name of the facility. | Example: Lunsar Community Health Centre |
| 3. | **District:** Write in the name of the district in which the facility is located. | Example: Port Loko |
| 4. | **Maximum Stock Level: 3 months** **Minimum Stock Level: 2 month** **Emergency Order Point (EOP) Level: 1 month** | Maximum Stock Level is the level above which inventory should not exceed under normal conditions. It is 3 months for PHUs. Minimum Stock Level is the level below which inventory should not fall under normal conditions. It is 2 months for PHUs. EOP or emergency order point is the level that triggers an emergency order regardless of the timing within the review period. To obtain the quantity in units, multiply the number of months by the average monthly consumption |
| 5. | **Product: Pre-printed**. If the product name is not pre-printed, write the generic name, strength and form of the product. | If any of the drugs dispensed during the reporting period do not appear in the pre-printed list, they must be added in the blank lines at the bottom of the form. When writing in any product that is not pre-printed on the form, write the generic name of the medicine, the strength, form and size if relevant. Example: Ciprofloxacin, 500mg tablets or Paracetamol 125mg/5ml, Susp, 60ml |
| 6. | **Opening Balance (Column A):** Write in the total balance of each product in the store room and the dispensary on the starting date of the reporting period. | This number must match the Closing Balance (column E) from the previous report period. Please take Column E of the previous month's RR&IV and fill it here. Any discrepancy should be recorded as an adjustment. If you do not manage this product at your facility, leave the row blank. Fill in the RR&IV only for the products that your facility manages. |
| 7. | **Quantity Received (Column B):** Add up and write in the total quantity of each product that was received during the reporting period. | This information comes from the "Received" Column on the Inventory Control Card/ Stock Card. Be sure to include any quantities received as part of a regular order or an emergency order. |
| 8. | **Losses/Adjustments (Column C):** Calculate and write in the total for the losses/adjustments from the start of the reporting period to the end of the reporting period. | This information comes from the "Losses/Adjustments" column of the *Inventory Control Card/Stock Card*. **Adjustments** are quantities of a product received, from any source other than the DMS or Central level, or issued to anyone other than your facility's patients (e.g. You received 5 bottles from an NGO, which would be a +5 adjustment **or** you gave 5 bottles to another PHU which would be a -5 adjustment). **Losses** are quantities removed from your stock for anything other than dispensing to patients or issuing to another facility (e.g., expired, lost, or damaged). Losses are recorded as (-) negative numbers. Write a plus (+) sign next to a positive number. Example: +3. Write a negative (-) sign next to a negative number. Example: -3. **Always** indicate if the number is positive (+) or negative (-). |
| 9. | **Quantity Dispensed (Column D):** For each drug dispensed during the reporting period, write the total number of units dispensed. | The quantities dispensed come from the "Monthly Total" column in the *Daily Dispensing Register*. Include quantities dispensed to CHWs. See Job Aid: Completing the *Daily Dispensing Register* for further instructions. |
| 10. | **Closing Balance (Column E):** Write in the quantities on hand for each product on the last day of the month. **The quantities on hand must be obtained by doing a physical count.** | The **Physical Count** should include all Health Commodities at the facility. Please include open, partially used bottles in the Physical Count. Please do not include expired or unusable stock. See Job Aid: "Conducting a Physical Count" for further instructions. Also see the Job Aid: "Completing the *Inventory Control Card or Stock Card* ". |
| 11. | **Days Out of Stock (Column F):** Write in the days out of stock for each Health Commodity during the reporting period. | The days out of stock come from the *Inventory Control Card/Stock Card.* When you have experienced a stock-out for a product in the last month, look on the Inventory Control Card to find the date the quantity on hand reaches zero. Count the number of days until new stock is received. |
| 12. | Review the completed report section and make sure that you have filled in all of the columns with the correct information. | Check that Opening Balance (column A) on this report equals Closing Balance (column E) from the previous report. You can validate the report section with the following calculation: E = [(A+ B) +/- C] – D |
| 13. | **Requestion by:** Print your name, sign and date the form. | Be sure to press hard enough with your pen so that name, signature and date transfer to the bottom page. |
| 14. | Tear off the top copies (2 pages) of each page of the *RR&IV* (keeping the bottom copy in the book for your records). Then send the top 2 copies to the DHMT. | In-charges (PHU) should review the report to double check that all information is correct. |

# Job Aid for Use of the Report, Request, and Issue Voucher (Hospital)

**Completed by:** Hospital Pharmacist/Pharmacy Technician in collaboration with Hospital Store Keepers.
**Purpose:** To report the number of Health Commodities received, dispensed, stock on hand, and losses/adjustments and to calculate and order the appropriate quantities of Health Commodities each quarter.
**When to perform:** At the end of each calendar month and submitted by the **5th** of the next month
**Materials needed:** Completed *Inventory Control Cards/Stock Cards*, *Daily Dispensing Register*, blank *Report, Request and Issue Voucher for Health Commodities*, *RR&IVs* from previous quarter, calculator and pen

| Step | Action | Notes |
|---|---|---|
| 1. | **Reporting Period:** Write the day, month and year for the starting date and ending date of the reporting period. | The reporting period is a full month. The *RR&IV* should be completed at the end of each calendar month. Example: 1 April 2016 – 30 April 2016 |
| 2. | **Facility Name:** Write in the name of the facility. | Example: Port Loko Government Hospital |
| 3. | **District:** Write in the name of the district in which the facility is located. | Example: Port Loko |
| 4. | **Maximum Stock Level: 6 months** <br> **Minimum Stock Level: 3 months** <br> **Emergency Order Point (EOP) Level: 2 months** | Maximum Stock Level is the level above which inventory should not exceed under normal conditions. It is 6 months for hospitals <br> Minimum Stock Level is the level below which inventory should not fall under normal conditions. It is 3 months for hospitals <br> EOP or emergency order point is the level that triggers an emergency order regardless of the timing within the review period. <br> To obtain the quantity in units, multiply the number of months by the average monthly consumption. |
| 5. | **Product: Pre-printed**. If the product name is not pre-printed, write the generic name, strength and form of the product. | If any of the drugs dispensed during the reporting period do not appear in the pre-printed list, they must be added in the blank lines at the bottom of the form. When writing in any product that is not pre-printed on the form, write the generic name of the medicine, the strength, form and size if relevant. <br> Example: Ciprofloxacin, 500mg tablets or Paracetamol 125mg/5ml, Susp, 60ml |
| 6. | **Opening Balance (Column A):** Write in the total balance of each product in the store room and the dispensary on the starting date of the reporting period. | This number must match the Closing Balance (column E) from the previous report period. Please take Column E of the previous month's RR&IV and fill it here. Any discrepancy should be recorded as an adjustment. If you do not manage this product at your facility, leave the row blank. Fill in the RR&IV only for the products that your facility manages. |
| 7. | **Quantity Received (Column B):** Add up and write in the total quantity of each product that was received during the reporting period. | This information comes from the "Received" Column on the Inventory Control Card/ Stock Card. Be sure to include any quantities received as part of a regular order or an emergency order. |
| 8. | **Losses/Adjustments (Column C):** Calculate and write in the total for the losses/adjustments from the start of the reporting period to the end of the reporting period. | This information comes from the "Losses/Adjustments" column of the *Inventory Control Card/Stock Card*. <br> **Adjustments** are quantities of a product received, from any source other than the Central level, or issued to anyone other than your facility's patients (e.g. You received 5 bottles from an NGO, which would be a +5 adjustment **or** you gave 5 bottles to another health facility, which would be a -5 adjustment). <br> **Losses** are quantities removed from your stock for anything other than dispensing to patients or issuing to another facility (e.g., expired, lost, or damaged). <br> Losses are recorded as (-) negative numbers. <br> Write a plus (+) sign next to a positive number. Example: +3. <br> Write a negative (-) sign next to a negative number. Example: -3. <br> **Always** indicate if the number is positive (+) or negative (-). |
| 9. | **Quantity Dispensed (Column D):** For each drug dispensed during the reporting period, write the total number of units dispensed. | The quantities dispensed come from the "Monthly Total" column in the *Daily Dispensing Register*. <br> See Job Aid: Completing the *Daily Dispensing Register* for further instructions. |
| 10. | **Closing Balance (Column E):** Write in the quantities on hand for each product on the last day of the month. **The quantities on hand must be obtained by doing a physical count.** | The **Physical Count** should include all Health Commodities at the facility, including stocks in the store and counselling rooms, and anywhere else Health Commodities may be stored. Please include open, partially used bottles in the Physical Count. Please do not include expired or unusable stock. <br> See Job Aid: "Conducting a Physical Count" for further instructions. Also see the Job Aid: "Completing the *Inventory Control Card or Stock Card*". |
| 11. | **Days Out of Stock (Column F):** Write in the days out of stock for each Health Commodity during the reporting period. | The days out of stock come from the *Inventory Control Card/Stock Card.* When you have experienced a stock-out for a product in the last month, look on the Inventory Control Card to find the date the quantity on hand reaches zero. Count the number of days until new stock is received. |
| 12. | Review the completed report section and make sure that you have filled in all of the columns with the correct information. | Check that Opening Balance (column A) on this report equals Closing Balance (column E) from the previous report. You can validate the report section with the following calculation: E = [(A+ B) +/- C] – D |
| 13. | **Maximum Stock Quantity (Column G):** The maximum stock quantity for District Level is 6 months. Quantity Dispensed (Column D) times 6 equals maximum stock quantity. | Example: If 300 tablets of Stavudine 30mg is the total quantity dispensed for a month then the maximum stock quantity equals 300 x 6 (months) = 1800 tablets. At each review period the hospital needs to order stock to bring the stock level to the maximum stock quantity. |
| 14. | **Quantity Needed (Column H):** Subtract the closing balance of each product listed in Column E from the maximum quantity for each product in Column G. | Use the formula: H = G – E <br> Example: If the Maximum Stock Quantity is 9000 tablets and you have 6000 tablets on the shelf you need: 9000 – 6000 = 3000 tablets |
| 15. | **Requestion by:** Print your name, sign and date the form. | Be sure to press hard enough with your pen so that name, signature and date transfer to the bottom page. |
| 16. | Tear off the top copies (2 pages) of each page of the *RR&IV* (keeping the bottom copy in the book for your records). Then send the top 2 copies to the DHMT. | In-charges should review the report and request to double check that the calculations for quantity needed are correct. |