



### **Instructions for Completing the *Optional VFC* Tally Sheet**

Each child receiving VFC vaccine in the clinic should be accounted for on this form. This tally sheet compiles the information necessary to complete the *Quarterly Doses Administered Report*.

- Print the clinic name and the quarter / year of this information.
- Place a check mark in the appropriate age and eligibility status column. (One line per child.)
- Place a check mark in the column for each vaccine administered to the child during the visit.
- Total all columns (Eligibility Status and Vaccines).
- Transfer the Totals to the Quarterly Doses Administered Report.

**Tally Sheets are for provider's use only.**

**Do NOT return to the Utah VFC Program.**