NYS Farmers' Market Nutrition Programs

BOOKLET REPORTING LOG SHEET

Attachment D

Rev 05/2023

Check here if ALL booklets were issued/ zero returned: ☐

Agency Name: _____ **Agency Site ID#:** _____

A	B	C	D		
			Place an X in the appropriate column to indicate if the booklets are un-issued, lost or stolen.		
# Booklets	**Serial Number First Booklet, First Check**	**Serial Number Last Booklet, Last Check**	**Un-Issued**	**Lost**	**Stolen**
(*e.g.* 500)	**(*e.g.* 192,642,701)**	**(*e.g.* 192,643,200)**	**(*e.g.* X)**		

Instructions: 1. Sort all un-issued coupon booklets sequentially by their nine digit serial number. Serial numbers are at the top right corner (e.g. 190234567).
2. Identify batches of sequential serial numbers. When there is a gap in sequence, this would begin a new batch.
3. Record each batch separately. One batch per row in the table.
4. Return the log sheet hardcopy and any un-issued coupon booklets by mail to the address below no later than **October 31.**
5. In the event lost or stolen booklets are identified, use this log sheet to record the serial numbers as outlined above.
6. Email all log sheets to farmersmarkets@agriculture.ny.gov.

Mail Unissued checks and the log sheet to:
NYS Department of Agriculture and Markets
NYS Farmers' Market Nutrition Programs
10B Airline Drive Albany, NY 12235

Note: An unopened shrink wrapped pack contains 20 booklets
One booklet contains 5 coupons

If there are no coupons to return, check the box at the top, scan and email log sheet to: farmersmarkets@agriculture.ny.gov