NEW YORK STATE OF OPPORTUNITY. Agriculture and Markets

NYS Farmers' Market Nutrition Programs

DISTRIBUTION TRACKING LOG SHEET

Attachment E
revised 5/2023

Agency Name: _____ Agency SFMNP Site ID _____

A	B	C	D	E	F	G
ISSUANCE DATE	**DISTRIBUTION SITE NAME**	**SERIAL NUMBER - FIRST CHECK, FIRST BOOKLET**	**# BOOKLETS ALLOCATED**	**# BOOKLETS REMAINING, UN-ISSUED**	**# STATEMENTS OF ELIGIBILITY (SOE) COMPLETED**	**AGENCY REP. INITIALS**
(e.g. 5/8/22)	(e.g. Albany Farmers Market)	(e.g. 192,000,001)	(e.g. 20 booklets)	(e.g. 5 booklets)	(e.g. 15 SOE)	(e.g. JFB)
		TOTAL:				

This is a detailed list of where coupons are issued for every instance of issuance.

Instructions: 1. For every specific date and location of issuance, add a line of data to the logsheet.

2. Prior to the date of issuance, enter the following information: intended date of issuance, distribution site name, 9-digit serial number of first booklet, and # booklets allocated.
3. On the day of the event, verify the serial numbers and # of booklets match the logsheet.
4. After the event, enter the following information: # of remaining, un-issued booklets and # of SOEs.
5. Mail or email the completed form to NYS Department of Agriculture and Markets by October 31.

Mail: NYS Department of Agriculture and Markets
Farmers' Market Nutrition Programs
10B Airline Drive
Albany, NY 12235

Email: farmersmarkets@agriculture.ny.gov