Department of Agriculture and Markets

NYS Farmers' Market Nutrition Programs

# DISTRIBUTION TRACKING LOG SHEET

Attachment E
Rev 04/2025

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) |
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| | | **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