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#1
**Condom
Series**

Fixed Interval Condom Tracking System

Project Manager's Information Packet

other topics in this series:

Estimating Condom Needs

Condoms: Quality Assurance Issues

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Condom Tracking System

Introduction

Projects set up to stop the spread of HIV and other sexually transmitted diseases (STDs) often include condom distribution as a part of their services. The project leader must make sure that there are always enough condoms ready as the project needs them. This means setting up a condom tracking system. Most project leaders have had little practice in setting up a system, placing orders for **stock** (condoms), and **tracking inventory** (watching/monitoring the number of condoms-in-stock and on-order) to make sure there are always condoms ready to distribute. This packet will help project staff learn about inventory control methods as they relate to condoms.

Throughout this packet, special terms are used to explain the inventory/condom tracking system. The words shown in bold are described in the text and defined in the word list on page 12. Data from a “sample project” in the mythic country of Kenal is used to show how to complete the equations and forms. The packet also contains blank copies of the forms so project staff can use the forms in their projects.

A number of inventory tracking methods have been created by **condom logistics experts** (skilled people who help plan condom distribution systems). One of these methods, the **Fixed Interval System**, is the topic of this packet. The Fixed Interval System tracks the numbers of condoms used during a regular cycle or defined period of time, called a “fixed interval.” In most projects the interval is a quarter (three months), but some projects may use other interval lengths to fit their special needs.

At the end of the each interval, a count of condoms-on-hand is made. A new order is then placed to restock the condoms used during that interval. For this reason, the “interval” is sometimes called the “reorder interval.” The fixed interval system works best if condom use is steady or can be correctly estimated from one interval to the next. If use rates are very uneven or unusual in some way, then a different type of tracking system, created with the help of a condom logistics expert, may better fit the project.

Setting Up the System

There are a number of steps to complete in setting up a Fixed Interval System. They include:

- Step 1: Select a reorder interval that fits the project (*see page 2*).
- Step 2: Estimate the average number of condoms used during the interval (*see page 2*).
- Step 3: Determine the lead time for orders (*see page 4*).
- Step 4: Decide the safety stock required (*see page 4*).
- Step 5: Complete the maximum stock level equation (*see pages 6-7*).

An in-depth account of each step is provided on the following pages along with examples from the Kenal project.

Step 1: Select a Reorder Interval

The first step in setting up a Fixed Interval Condom Tracking System is to decide the interval or time period that the project will use. The interval which is chosen should fit well with the other roles and tasks that the project staff must fulfill. Other issues which may affect the choice of interval length include access to transport and on-site storage. In more remote sites, access to transport may limit the number of deliveries. The project must also be able to provide proper storage space for all condoms it receives (see the *Condoms: Quality Assurance Issues Information Packet*).

Most projects do a count of stock-on-hand and order more condoms on a quarterly basis. Some projects may order more often (monthly) or less often (twice per year) to meet the project's needs and adapt to special situations.

Step 2: Estimate Average Number of Condoms Used

The next step is to estimate (for new projects), or count (for existing projects), the **average number of condoms used during the interval**. In new projects where no condoms have been distributed or in existing projects where no records have been kept, the "average number of condoms used during an interval" should be the amount of condoms the project hopes to distribute when all parts of the project are working (see the *Estimating Condom Needs Information Packet*).

In existing projects where records have been kept, the number of condoms used can be found by studying the condom report forms. If the amount of condoms distributed has not changed much over time, then an average of the most recent three to four intervals will work. If the number of condoms distributed has gone up over time and project staff expect it to rise further, then make an estimate of the highest number the project will use during the busiest times.

The average number of condoms distributed (stock used) should be closely monitored so that condoms are always ready when the project needs them. To help monitor stock levels, a **Condom Stock Record** should be used to note the date, number of condoms issued (distributed), the intended purpose or destination (how the condoms will be used), and the date and number of usable condoms received from the warehouse (see page 3). Any time condoms are issued or received, the new balance should be calculated. This record will make distributing condoms and placing orders for new ones easier.

An example of a completed Condom Stock Record using data from the Kenal sample project is on the next page. When the Kenal project was new, the project manager estimated that the project would distribute about 60,000 condoms every three months. The project manager also chose to use a quarterly interval (review period) to track condom use.

Condom Stock Record

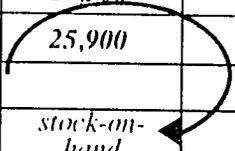
Fixed Interval System

Instructions: Fill in the blanks at the top of the form. The unit of issue is boxes of 100 condoms. (Except in rare cases, condoms are shipped in cartons of 6,000 condoms, 60 boxes of 100). Complete steps 1-5, in the *Condom Tracking System Information Packet* to decide the review period, the estimated condom use rate per interval, the safety stock, and the maximum stock level.

Record all data in the space provided whenever condoms are received from the warehouse and issued to project staff. Calculate the running balance after each entry to reflect the current amount in stock.

Project Title <u>Kenal Peer Ed/Condom Distribution</u>	Estimated Condom Use/Interval <u>60,000</u>
Unit of Issue <u>boxes of 100 condoms</u>	Safety Stock <u>18,600</u>
Review Period <u>end of each quarter</u>	Maximum Stock Level <u>120,000 condoms</u>

Date	Issued to/ Received from	Purpose/ Destination	Usable Amount Received	Amount Issued	Balance 43,400	Initials			
4-2-91	Juanita	peer ed.		3500	39,900	JS			
4-3-91	Belinda	peer ed.		2300	37,600	JS			
4-9-91	Marguerite	peer ed.		1700	35,900	JS			
4-15-91	Tina	brothel dist.		3500	32,400	WP			
4-19-91	Maria	brothel dist.		4700	27,700	WP			
4-23-91	Catrina	peer ed.		2100	25,600	JS			
4-23-91	<p>The Condom Stock Record allows project staff to track, on a continuous basis, the number of condoms in stock. At the end of each interval, the totals from the "received" and "issued" columns and the last entry in the "balance" column are recorded on the condom order form (see page 9).</p> <p>The running balance column also shows how often the project is using safety stock to meet daily needs. In the example shown, the project was using safety stock to meet distribution demands for most of May (balance less than 18,600 condoms). The project manager should adjust the system if this trend continues (see page 10).</p>			800	24,800	JS			
4-26-91				1000	23,800	JS			
4-30-91				1900	21,900	JS			
5-2-91				1000	20,900	JS			
5-6-91				1700	19,200	JS			
5-9-91				2900	16,300	WP			
5-13-91				2200	14,100	JS			
5-16-91				2700	11,400	WP			
5-21-91				Catrina	peer ed.		900	10,500	JS
5-24-91				Juanita	peer ed.		1800	8,700	JS
5-28-91	Ann	peer ed.		3400	5,300	JS			
6-4-91	warehouse		48,000		53,300	WP			
6-6-91	Tina	brothel dist.		3900	49,400	WP			
6-10-91	Marguerite	peer ed.		2700	46,700	JS			
6-14-91	Maria	brothel dist.		4500	42,200	WP			
6-17-91	Tina	brothel dist.		3700	38,500	WP			
6-20-91	Maria	brothel dist.		5500	33,000	WP			
6-27-91	Catrina	peer ed.		3500	29,500	JS			
6-28-91	Ann	peer ed.		3600	25,900	JS			
Interval Total			48,000 received	65,500 distributed	stock-on-hand				



Step 3: Determine the Lead Time for Orders

The next step in setting up a system is to figure out the **lead time for orders**, the average amount of time between when you place an order and its delivery to the project. In existing projects, staff can compute the lead time by looking at project reports that were used to place orders and record their arrival. If order/receipt records are not easy to obtain, or if it is a new project, then an estimate of the lead time must be made. The estimate should be made by talking with all of the groups (including customs officials, if necessary) that will process condom orders.

The best way to monitor the stock ordering and receipt process is to use a **Condom Order Tracking Form** (*see page 5*). An Order Tracking Form provides a running record of all orders placed and received. Tracking orders in this way allows the project staff to determine when an order is likely to arrive and whether a complete order is received.

In the Kenal example shown on the sample Condom Order Tracking Form, the orders placed at the end of each quarter (actually the first working day of the next quarter), arrive about two months later. This indicates a lead time of roughly two months (or eight weeks) which is about 62% of the quarterly reorder interval.

Step 4: Decide the Amount of Safety Stock

Ideally the lead time is the same from one order to the next and all condoms that the project orders arrive in good shape. However, supply and delivery systems are not easy for the project to control. Also, the project may quickly begin to distribute more condoms than the project staff expects.

To provide for these unusual events, the project must always have enough stock to allow the project to keep going. This extra amount of stock, called **safety stock**, serves as a buffer which allows the project to meet condom needs until more arrive. *Note: For distribution purposes, the "safety stock" is not different from other stock and it should never be set aside or stored apart from the rest of the stock. All stock must be distributed in an orderly manner—the oldest condoms first (see topic, First to Expire-First Out (FEFO), in the Condoms: Quality Assurance Issues Information Packet).*

The optimal safety stock level is a function of the lead time and condom use. In the Kenal project we expect a lead time of about two months. Using the guide below, a safety stock for the Kenal project would be four weeks' condom usage, or 18,600 condoms. Four weeks is roughly 31% of a quarter so, using the quarterly distribution amount of 60,000 condoms, a four week supply is equal to $.31 \times 60,000$ or 18,600 condoms.

As a general rule, the lead time relates to safety stock as follows:

<u>Lead Time</u>	<u>Safety Stock</u>
1 month	2 weeks' usage
2 months	4 weeks' usage
3 months	5 weeks' usage
4 months	6 weeks' usage
6 months	8 weeks' usage
8 months	9 weeks' usage
12 months	12 weeks' usage

The Condom Order Tracking Form also provides a space to record the **manufacture date** (date condoms were made). The staff member(s) who records this data should make note of this date and figure out if the shipment received contains condoms that are older than others that are now in stock. If the new shipment contains condoms that are older, then they should be distributed first. As a general guide, condoms should be used within three to five years of the date which they are made. Proper storage can "extend the life" of a condom. Improper storage methods (i.e., high heat, moisture, pests, and air pollution) cause condoms to degrade quickly (see the *Condoms: Quality Assurance Issues Information Packet*).

Step 5: Compute Maximum Stock Level

After the interval length, the average number of condoms distributed, the lead time between placement and receipt of an order, and the amount of safety stock have been set, the project manager can compute the **maximum stock level**. The maximum stock level is the "optimum" level of stock needed to meet the needs of the project. These needs include condoms to meet normal demands and to cover minor shipment delays and/or higher than normal distribution demands.

The equation below shows the items which must be taken into account when calculating the maximum stock level for a project. The example shows how to complete the maximum stock level equation using the data from the Kenal project. After completing the equation, round the amount of condoms to the next highest multiple of 6,000 (for ordering purposes). The rounded amount is the maximum stock level. Use the worksheet on the next page to figure the maximum stock level for your project. The maximum stock level equation must be done before you can complete a Condom Order Form and place an order for condoms (see *Condom Order Form page 9*).

Maximum Stock Level Equation				<i>Kenal lead time = 8 weeks</i>						
Kenal Sample Project				<i>Kenal average distribution = 60,000/quarter</i>						
maximum stock level	=	safety stock	+	average # condoms distributed during interval	+	(lead time	X	average # condoms distributed during interval)
	=	18,600	+	60,000	+	(.62 quarter	X	60,000)
	=	18,600	+	60,000	+	37,200				
	=	115,800 condoms	→	120,000 condoms	Maximum Stock Level					
<i>(rounded to the next highest multiple of 6,000, see chart page 9)</i>										

Complete the Maximum Stock Level Equation for Your Project

Interval

What reorder interval have you chosen for the project? (quarterly/monthly/other) _____

Condoms Used

How many condoms on average will the project use during an interval? _____

Enter this number in box 2 and box 4 in the maximum stock level equation below.

Lead Time

What is the lead time in weeks from placing an order until delivery? _____

What percent of the reorder interval is this? _____

See chart #1 below. Enter this percent as a decimal in box 3 below.

Safety Stock

Chart #2 below shows the amount of safety stock that the project should keep on-hand. Locate the approximate amount of lead time for your project on the chart. The Safety Stock column shows the number of weeks of average condom use that your project's safety stock buffer should cover. _____ weeks' usage

Next, convert the "number of weeks usage" to a "number of condoms" using the following equation. To complete the equation, find on chart #1, the number of weeks' usage for your project and select the percent that relates to your reorder interval (quarter or month). Change the percent to a decimal and multiply the decimal by the number of condoms used during the reorder interval. *Enter the result in box 1.*

$$\begin{array}{ccccccc} \text{\# of weeks usage converted} & & \text{average number of condoms} & & & & \\ \text{to a percent (decimal) of} & & \text{used during the} & & & & \\ \text{quarterly or monthly interval} & \times & \text{quarterly or monthly interval} & = & & & \text{safety stock} \end{array}$$

Chart 1: Converting Weeks to Quarters/Months

Number of Weeks	Percent of Quarter (13 weeks)	Percent of Month (4.33 weeks)
2	15%	46%
4	31%	92%
5	39%	115%
6	46%	139%
8	62%	185%
9	69%	208%
12	92%	277%
18	139%	416%
26	200%	600%

Chart 2: Suggested Safety Stock Amounts

Lead Time	Safety Stock
1 month	2 weeks' usage
2 months	4 weeks' usage
3 months	5 weeks' usage
4 months	6 weeks' usage
6 months	8 weeks' usage
8 months	9 weeks' usage
12 months	12 weeks' usage

Maximum Stock Level Equation

$$\begin{array}{l} \text{maximum stock level} = \text{safety stock} + \text{average \# condoms distributed during interval} + \left(\text{lead time} \times \text{average \# condoms distributed during interval} \right) \\ = \boxed{}_{\text{box 1}} + \boxed{}_{\text{box 2}} + \left(\boxed{}_{\text{box 3}} \times \boxed{}_{\text{box 4}} \right) \\ = \phantom{\boxed{}} + \phantom{\boxed{}} + \phantom{\boxed{}} \\ = \phantom{\boxed{}} \text{ condoms} \rightarrow \boxed{} \text{ Maximum Stock Level} \end{array}$$

(rounded to the next highest multiple of 6,000, see chart page 9)

Ordering Condom Supplies

Once you know the maximum stock level, you can order your supply of condoms. In a new project the first order placed should be for the maximum stock level amount. In existing projects the order amount is the difference between the maximum stock level and the current stock-on-hand. The **Condom Order Form** shows project staff how to decide the right amount of condoms to order to achieve the maximum stock level and thereby meet project demand (*see page 9*). If a problem occurs and an order does not arrive on schedule, project staff should find out whether it is lost or delayed and take the appropriate action to correct the error. *Note: In projects with a long lead time, if a new order is placed before receipt of the previous order(s) then the amount of condoms on-order should be included in the opening stock level figure.*

To complete the Condom Order Form, project staff should follow the instructions on the form. As noted on the order form, condoms must be ordered from the warehouse in cartons or multiples of 6,000. One carton contains 6,000 condoms. The cartons hold 60 boxes of 100 condoms each. The chart on the Condom Order Form serves as a guide to help figure the next highest multiple of 6,000 after the amount needed has been calculated.

As shown on the order form, the **opening stock level** should be the same amount as the **stock-on-hand** from the previous report. Before ordering, it is best to make a count of the actual stock to ensure that the amounts written on the report forms are the same as the actual amount-on-hand. If the two amounts differ, correct the error by ordering stock based on the actual count.

If the amounts on the forms often differ from the count of actual stock, then it may be a good idea to monitor the stock more closely. To correct this problem, staff may need to receive more training on the importance of keeping good records. If record keeping is not the problem, the room where the condom stock is stored may need to be locked to prevent theft. Access to the condom stock should be limited to one or two people to reduce record keeping errors and ensure that the stock is properly maintained.

Task Assignments

The project manager should set up a system to maintain stock at the correct level. He/she should assign specific tasks to well-trained staff members to ensure that the system is carried out in the correct way. A very simple tracking system can be set up using a clipboard in the distribution area. Copies of the Condom Stock Record and the Condom Order Tracking Form should be attached to the clipboard. Records of all actions should be kept as shown in the samples in this packet.

Besides the tracking of condom stock levels, there are other tasks which must be done to ensure that the distribution system works in the correct way. Some of these other tasks include estimating condom needs, rotating stock, maintaining proper shipping and storage conditions, and ensuring that high quality condoms are available for distribution. Although these topics fall outside the scope of this packet, they are reviewed in other Information Packets in this series.

Condom Order Form

Fixed Interval System

Reporting Period: 4 / 1 / 91 through 6 / 30 / 91

Project Title Kenal Peer Ed/Condom Distribution

Indicate the reporting period and project title in the space above. The reporting periods are fixed intervals; one follows right after the other on a set basis.

1. Opening Stock Level

At the **beginning** of the reporting period, count the number of condoms in stock and enter number here (should be same number as the Stock-on-Hand from the previous reporting period).

43,400

2. Condom Shipments Received

At the **end** of the reporting period, refer to the Condom Stock Record and add up how many condoms (usable stock) were received since the reporting period began.

+ 48,000

3. Condoms Distributed

Refer again to the Condom Stock Record and add up how many condoms were distributed during the reporting period.

- 65,500

4. Stock-on-Hand/Total Inventory Position

Add the numbers in box #1 and box #2, then subtract the number in box #3. Enter the result here.

= 25,900

5. Maximum Stock Level

Enter the maximum stock level from the Condom Stock Record or ask the project manager for the answer to the Maximum Stock Level Equation described in the information packet.

120,000

- 25,900

6. Amount Needed

Subtract the amount in box #4 from the amount in box #5. Enter the result here.

= 94,100

7. Order Quantity

Using the chart below, round the number in box #6 to the next highest multiple of 6,000 (condoms can only be ordered in multiples of 6,000). Place an order with the warehouse for this amount.

= 96,000
16 cartons

number of cartons = number of condoms	
1 = 6,000	11 = 66,000
2 = 12,000	12 = 72,000
3 = 18,000	13 = 78,000
4 = 24,000	14 = 84,000
5 = 30,000	15 = 90,000
6 = 36,000	16 = 96,000
7 = 42,000	17 = 102,000
8 = 48,000	18 = 108,000
9 = 54,000	19 = 114,000
10 = 60,000	20 = 120,000

Completed by:

Name Willie Pate

Title Project Manager

Date 7-2-91

Evaluating the Maximum Stock Level

A project should receive refill orders in ample time to meet normal distribution demands without using condoms in the safety stock buffer. If the project is using stock below the “safe level” on a regular basis, then the maximum stock level equation should be computed again using the most current distribution amounts and lead times. If condom demands are far below the estimate, it may be a good idea to adjust the stock levels downward to avoid wasting condoms. Downward adjustments should not be carried out until a project is in full working order.

Condom Inventory Management

The forms in this packet should help project staff track and manage condom supplies on a day-to-day basis. However, it is also useful to take a longer term view of how the logistics of the system are working.

A summary table of data collected over time from the imaginary Kenal sample project is shown on the next page. Although such a table is not needed to complete any of the day-to-day record keeping duties, it does provide a useful summary of the condom stock levels for the project over time. Updates to this table should be made each time an order is placed. This process will provide up-to-date information on the project at all times. A summary table of this type is useful for pinpointing problems with condom stock levels since it is the only record that lists all the distribution and order information in one place.

The table permits project staff to spot trends in distribution, such as an increase or a decrease, or usage that changes with the seasons. The Kenal data/information provides some good examples of the items that can be compared. In the example shown, not only did the distribution rate increase over time, it went over the estimated “condom use rate per quarter” each quarter for an entire year.

Recall that the “condom use rate per quarter” for the Kenal project was set at 60,000 condoms at the start of the project. This amount was used to compute the maximum stock level for the project. Because of the large increase in the condom use rate, the maximum stock level should be computed again. As shown in the table, the distribution rate in the third and fourth quarters of 1990 and the first and second quarters of 1991 was an average of 69.8K. This higher distribution rate, coupled with the receipt of an order which was 30,000 condoms short, helped create a very low opening stock level in the third quarter of 1991. In mid-1991 the project manager computed the maximum stock level equation for a second time using the more recent data and then changed the maximum stock level to 138K.

Summary data of this type gives project managers a clear idea of which parts of the system to adjust. This long term view helps ensure that condoms are always ready for distribution and permits the project manager to plan for the future. Some problems, such as shipments which are very short or damaged, may be hard to foresee and correct. However, with proper care, a good system design can help lessen many of the problems that might occur.

Summary Table of Data

Name of Project Kenal Peer Ed/Condom Dist.

Instructions: At the end of each quarter, record the data from the Condom Order Form in the spaces provided. Make note of the number of condoms distributed and decide if the amount is higher than expected. If the number is higher than expected and remains that way for three to four quarters, recalculate the Maximum Stock Level Equation to take this into account.

Also note when opening stock levels are very low. Attempt to figure out the cause and correct it (if possible).

1. distribution rate higher than estimated for several intervals
2. received order that was 30,000 condoms short
3. extremely low opening stock level
4. recalculated and adjusted maximum stock level

$K = 1,000$	Apr. May Jun.	Jul. Aug. Sept.	Oct. Nov. Dec.	Jan. Feb. Mar.	Apr. May Jun.	Jul. Aug. Sept.	Oct. Nov. Dec.	Jan. Feb. Mar.	Apr. May Jun.	July Aug. Sept.	Oct. Nov. Dec.
Year	<u>89</u>	<u>89</u>	<u>89</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>
Opening Stock Level	0	0	95K	85K	53K	41K	52K	48K	43K	3. 26K	52K
Condom Shipments Rec'd (usable stock)	0	120K	30K	18K	48K	72K	72K	60K	2. 48K	96K	
Condoms Distributed	0	25K	40K	50K	60K	1. 73K	76K	65K	65K	70K	
Stock-on-Hand/ Total Inventory Position	0	95K	85K	53K	41K	40K	48K	43K	26K	52K	
Maximum Stock Level	120K	120K	120K	120K	120K	120K	120K	120K	120K	4. 138K	138K
Amount Needed	120K	25K	35K	67K	79K	80K	72K	77K	94K	86K	
Order Quantity	120K	30K	36K	72K	84K	84K	72K	78K	96K	90K	

Word List

average number of condoms used during the established interval- the amount of condoms consumed by a project during a given period of time (amount may be estimated or calculated using actual distribution data)

condom logistics expert- skilled person who helps plan condom tracking/distribution systems

Condom Order Form- document that provides a method for determining how many condoms to order to maintain the maximum stock level

Condom Order Tracking Form- document that provides a cumulative record of all orders placed and received; items recorded include the order date, quantity ordered, arrival date, amount received, short, or damaged, and the usable stock

Condom Stock Record- worksheet that provides a method for tracking condoms received and issued; items documented include the issued/received date, number of condoms issued/received, the intended purpose or destination, and a balance of the number of condoms currently in stock

fixed interval system- a process developed to track condoms during a regular or fixed period of time (usually quarterly), designed for use in projects where condom use/distribution is relatively steady

inventory- the amount of condoms (stock) on-hand

lead time for orders- the average amount of time between the placement of an order and its delivery to the project

manufacture date- the date the condoms are made; usually indicated on the carton and condom wrapper

maximum stock level- the optimum level of stock needed for a project to meet normal operating demands, and to cover minor shipment delays and higher than average distribution demands

opening stock level- the actual physical inventory at the beginning of the interval (same as the “stock-on-hand” for the previous interval)

stock- item(s) in the inventory (in this packet “stock” always refers to condoms)

safety stock- the number of condoms needed to fill distribution requests if order deliveries are late or if the use rate rises unexpectedly during an interval

stock-on-hand- the number of condoms in the inventory at the end of the interval (same as the “opening stock level” for the next interval)

tracking inventory- the process of monitoring the amount of stock (on-hand and on-order) by keeping careful records like the examples shown in this packet

Condom Order Form

Fixed Interval System

Reporting Period: ___/___/___ through ___/___/___

Project Title _____

Indicate the reporting period and project title in the space above. The reporting periods are fixed intervals; one follows right after the other on a set basis.

1. Opening Stock Level

At the **beginning** of the reporting period, count the number of condoms in stock and enter number here (should be same number as the Stock-on-Hand from the previous reporting period).

2. Condom Shipments Received

At the **end** of the reporting period, refer to the Condom Stock Record and add up how many condoms (usable stock were received since the reporting period began.

3. Condoms Distributed

Refer again to the Condom Stock Record and add up how many condoms were distributed during the reporting period.

4. Stock-on-Hand/Total Inventory Position

Add the numbers in box #1 and box #2, then subtract the number in box #3. Enter the result here.

5. Maximum Stock Level

Enter the maximum stock level from the Condom Stock Record or ask the project manager for the answer to the Maximum Stock Level Equation described in the information packet.

6. Amount Needed

Subtract the amount in box #4 from the amount in box #5. Enter the result here.

7. Order Quantity

Using the chart below, round the number in box #6 to the next highest multiple of 6,000 (condoms can only be ordered in multiples of 6,000). Place an order with the warehouse for this amount.

___ cartons

number of cartons = number of condoms	
1 = 6,000	11 = 66,000
2 = 12,000	12 = 72,000
3 = 18,000	13 = 78,000
4 = 24,000	14 = 84,000
5 = 30,000	15 = 90,000
6 = 36,000	16 = 96,000
7 = 42,000	17 = 102,000
8 = 48,000	18 = 108,000
9 = 54,000	19 = 114,000
10 = 60,000	20 = 120,000

Completed by:

Name _____

Title _____

Date _____

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