

ISSUING OFFICER'S PA 5A - TEMPORARY MEDICAL ASSISTANCE ACCESS CARD RECORD LOG

Shipping Order Number/Batch Number: _____

Number of Boxes and Number In Case: _____ of _____

Date	From Serial #	Signature Issuing Officer	# of Cards Damaged	# of Cards Issued	# of Cards Unused and Returned to Inventory	Date Returned and Signature of Issuing Office	Notes/Discrepancies
	To Serial #	Signature Receiving Clerk				Date Returned and Signature of Clerk	
Date	From Serial #	Signature Issuing Officer	# of Cards Damaged	# of Cards Issued	# of Cards Unused and Returned to Inventory	Date Returned and Signature of Issuing Office	Notes/Discrepancies
	To Serial #	Signature Receiving Clerk				Date Returned and Signature of Clerk	
Date	From Serial #	Signature Issuing Officer	# of Cards Damaged	# of Cards Issued	# of Cards Unused and Returned to Inventory	Date Returned and Signature of Issuing Office	Notes/Discrepancies
	To Serial #	Signature Receiving Clerk				Date Returned and Signature of Clerk	
Date	From Serial #	Signature Issuing Officer	# of Cards Damaged	# of Cards Issued	# of Cards Unused and Returned to Inventory	Date Returned and Signature of Issuing Office	Notes/Discrepancies
	To Serial #	Signature Receiving Clerk				Date Returned and Signature of Clerk	
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Date	From Serial #	Signature Issuing Officer	# of Cards Damaged	# of Cards Issued	# of Cards Unused and Returned to Inventory	Date Returned and Signature of Issuing Officer	Notes/Discrepancies
	To Serial #	Signature Receiving Clerk				Date Returned and Signature of Clerk	

The Issuing Officer and Issuing Clerk are required to sign the log at the end of the day to verify receipt of the PA-5A cards being returned to inventory. Add the number of PA5A cards issued, the number of PA5A cards destroyed and the number of PA5A cards returned and reconcile this with the total pulled for the day. If more cards are needed during the day, complete the same process on a separate line. **If there are any discrepancies notify your Executive Director.**