

### **Clinic Forms and Supplies Ordering (UCI)**

- I. The Clinic Order form (UCI Order) is posted on the WIC Forms tab of SharePoint during the ordering periods. This form is a spreadsheet that local staff must use to order printed materials and supplies distributed by UCI.
  - a. Ordering will be done three times per year. Ordering dates will be announced and are typically about December 1<sup>st</sup>, April 1<sup>st</sup>, and August 1<sup>st</sup>.
  - b. Deliveries from UCI can be expected during January, May and September.
  - c. Clinic staff should order sufficient quantities to avoid running out of items over the four month period and should have extra supplies on hand in case of shipment delays or back orders. Clinic staff should be careful not to order more supplies than can be used before they become outdated.
  - d. Late orders or items requested between ordering periods cannot always be accommodated.