

Childhood Vaccine Program

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Recommended Order Quantity Calculation

Use the following examples to calculate the Recommended Order Quantity (ROQ) based on your assigned order frequency in the Childhood Vaccine Program. If the ROQ is zero or a negative number no vaccine should be ordered. Remember to consider seasonality (like back to school) when estimating the number of doses to be administered between orders.

Order Frequency - Monthly

Step	Process	Example Calculation
1	Number of doses administered last month x order frequency Example: 20 x 1	20
2	Add 1 month of safety stock (amount used in one month)	+ 20
3	Subtract doses in physical inventory (example: 10)	- 10
4	Recommended Order Quantity	30

Order Frequency - Every 2 Months

Step	Process	Example Calculation
1	Number of doses administered last month x order frequency Example: 20 x 2	40
2	Add 1 month of safety stock (amount used in one month)	+20
3	Subtract doses in physical inventory (example: 10)	<u>-10</u>
4	Recommended Order Quantity	50

Order Frequency - Quarterly

Step	Process	Example Calculation
1	Number of doses administered last month x order frequency Example: 20 x 3	60
2	Add 1 month of safety stock (amount used in one month)	+20
3	Subtract doses in physical inventory (example: 10)	<u>-10</u>
4	Recommended Order Quantity	70

Order Frequency - Every 6 Months

Step	Process	Example Calculation
1	Number of doses administered last month x order frequency Example: 20 x 6	120
2	Add 1 month of safety stock (amount used in one month)	+20
3	Subtract doses in physical inventory (example: 10)	<u>-10</u>
4	Recommended Order Quantity	130