

Required Documentation for Obtaining Research Drugs from Boynton Health Service Pharmacy

Non controlled substances

- 1.) Internal Sales Voucher Request form itemizing:
 - a) Name, strength, size, and quantity of drug ordered
 - b) Account string numbers of department ordering drug
 - c) Name of department and person ordering drug; phone number of person ordering drug
- 2.) Boynton Health Service Pharmacy will provide (on request) a copy of the internal sales voucher request form with pharmacy's account string numbers entered in.
- 3.) Note: Upon completion of order pharmacy will enter in total charges and supply copy of form as an invoice.

CIII-CV controlled substances

- 1.) Completely filled out internal sales voucher request form (see *non controlled substances* above)
- 2.) Copy of current DEA license of unit/location registrant
- 3.) If person picking up controlled substance is not the actual unit/location registrant, an authorized signature log with person's name on it must be presented as well as photo identification

CII controlled substances

- 1.) All documentation for CIII-CIV controlled substances
- 2.) A properly filled out♦ DEA 222 triplicate form
 - ♦ DEA will not allow erasures or alterations on DEA form. Enter schedule II controlled drugs only. National Drug Codes do not need to be entered. Proper signature must be entered on form.