

## **Purchase Order Requirements for Controlled Substances (CS) used in UVM Research**

### **Controlled Substances Committee requirements prior to ordering controlled substances:**

- 1) Institutional committee approval of the research protocol
- 2) Active DEA License
- 3) Controlled Substances Committee approval

### **Procurement Requisition requirements and attachments:**

Please note that a single-use purchase order (PO) must be generated for the purchase of CSs. CSs cannot be ordered under blanket POs that have been established with a supplier.

The Requisition must include the following details:

- The PI name
- The name and address of the company from which the CS will be purchased
- The quote, including the name, size and strength, quantity and price of the CS being purchased, (note: check with the supplier to ensure availability of the CS. POs generated for CSs that are not in stock cannot be used to purchase a different product)
- Delivery to the lab as opposed to mail stop is required- include the full ship to address in the comments.
  - \*Important! It is the requisitioners responsibility to relay shipping instructions to the company which include secure deliver and pick up. Shipping instructions are indicated on the PO

Attachments:

- Controlled Substances Committee approval