University of Vermont

Research Protections Office
Controlled Substances Committee

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

Registration requirements prior to ordering controlled substances:
1) Active DEA License
2) Controlled Substances Committee approval
3) Institutional committee approval of the research protocol using controlled substances

Procurement prohibitions:
CSs cannot be ordered under blanket POs with a supplier.
CS cannot be purchased with a UVM PurCard
CS cannot be purchased with personal funds and then be used on UVM property

Procurement Requisition requirements and attachments:
A single-use purchase order (PO) must be generated for the purchase of CSs and must include the following details:

- The PI name
- The name and address of the supplier
- The quote, including the substance name, size of container, strength/concentration, quantity, and price per unit
- Verify availability of the CS exactly as quoted. POs generated for CSs that are not in stock cannot be used to purchase a different product)
- Delivery to the lab is required – NO MAIL STOP - include the full shipping address in the comments.

*Important! It is the requisitioners responsibility to relay shipping instructions to the company which include secure delivery and pick up. Shipping instructions must be indicated on the PO.

Attachments:
- Controlled Substances Committee approval letter