Memo to all Researchers Using Controlled Substances for Research and Teaching

In order to purchase controlled substances (CS) from Boynton Pharmacy for research or teaching purposes, departments will have to present the following:

1. An internal sales voucher request form (or its equivalent) containing the
   • Account string of the department ordering CS;
   • Specific description of the quantity, size and strength of each CS to be ordered;
   • Signature of the unit registrant approving the items to be ordered.

2. Copy of the current DEA license of unit registrant.

3. If someone other than the unit registrant is picking up the CS, that person must present
   • A note from the unit registrant identifying and authorizing him/her as the designee;
   • Authorized users’ signature log with the designee’s name on it;
   • Photo identification.

4. The individual picking up the CS will be required to sign and date the purchase receipts.

Thank you in advance for your cooperation.

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