**Pharmaceutical and Narcotic Purchases**

Departments requiring controlled substances for use in research projects are responsible for securing and maintaining a license certificate with the Drug Enforcement Administration. If you need to obtain a DEA license certificate to purchase controlled substances, please contact Environmental Health & Safety, (603) 646-1762.

## Purchases for Schedule I and II Controlled Substances

A completed Dartmouth Purchase Requisition must be sent to Procurement Services at HB 6114. A DEA Form-222 with the correct ordering information signed by the individual license holder must accompany the Purchase Requisition. If the vendor does not have a current copy of the license certificate on file, the order will not be shipped until a valid copy is provided.

## Purchases for Schedule III, IV and V Controlled Substances

The individual license holder may contact the vendor and place the order directly. A completed Dartmouth Purchase Requisition must be sent to Procurement Services at HB 6114. As noted above, if the vendor does not have a current copy of the license certificate on file, the order will not be shipped until a valid copy is provided.

Controlled substances **cannot** be purchased using the Dartmouth Procurement Card. For additional assistance in sourcing these purchases, contact Paul F. Rivers, Buyer, (603) 646-2896.