**What is the process for the ordering and delivery of controlled substances through the Purchasing Department?**

University faculty or staff members who work with controlled substances and dangerous drugs must obtain and keep current a DEA registration, unless exempted by law. Registrants are also responsible for procuring, securing, maintaining records, and disposing of controlled substances and dangerous drugs in accordance with federal and state guidelines.

So that the Purchasing Department can ensure that incoming controlled substances are processed in compliance with DEA regulations and custody is properly transferred by Central Receiving, a purchase order for controlled substances and dangerous drugs must be made through the Purchasing Department’s Elixir ordering system. Furthermore, purchase orders will only be issued to an authorized supplier/distributor.

Upon delivery of the controlled substance, Central Receiving will log the shipment into its electronic receiving manifest and tracking system and then secure the controlled substance(s) in a locking filing cabinet in a locked caged located in Central Receiving. Receiving will notify the Registrant either by telephone or e-mail that the order is ready for pick-up. ***Central Receiving personnel will not transport any controlled substance across campus.***