

AB - LIGHTNING SESSION ON:

HOW TO: BUY (PROCURE)

ORDERING CONTROLLED SUBSTANCES

HOW TO: Buy

Home > Procurement > HOW TO: Buy



Procurement & Contracting Services

- > [HOW TO: Buy](#)
- > [General Guidelines](#)
- > [AggieBuy](#)
- > [Aggie Supply](#)

Purchasing methods vary, based on what types of goods or services you are purchasing. The information below can help you get started!

Make sure you review the [General Guidelines](#) first before making any purchase.

For a more comprehensive list, visit "[How Do I Buy?](#)"

Purchase

Process

[Most Goods](#)

AggieBuy should always be your first stop for purchasing most goods. If the item is not available in AggieBuy, a [Procurement Card](#) may be appropriate in some cases.

[Controlled Substances](#)

KFS Requisition - Strict federal regulations require specific purchasing and receiving protocols be followed. These purchases are to be processed in the Kual Financial System (KFS) on a Requisition (REQS) document.

CONTROLLED SUBSTANCES MUST ROUTE TO PROCUREMENT

CONTROLLED SUBSTANCES (CS) are divided into five (5) schedule categories.

Schedule I drugs have no current accepted medical use.

Schedule II drugs have high potential for abuse which can lead to severe psychological or physical dependence.

Schedule III drugs may lead to low to moderate dependence, less severe compared with Scheduled I and II drugs.

Schedule IV drugs have a low potential for abuse compared with Schedule III drugs.

Schedule V drugs also have a low potential for abuse but consist primarily in preparations containing limited quantities of certain narcotics.

CS Schedule I & II requirement: Department will be required to provide a waybill to mail in the US OFFICIAL FORMS-SCHEDULE I & II (aka 222 Form). Procurement has this form and will complete with required order. Procurement will also contact the department and provide the waybill information.

List of CS by Schedule found on link <https://www.dea.gov/diversion/schedules/index.html>

Controlled Substances

KFS Requisition - Strict federal regulations require specific purchasing and receiving protocols be followed. These purchases are to be processed in the Kuali Financial System (KFS) on a Requisition (REQS) document.

No official quote is required but you can contact suppliers for item number and estimated cost. Possible contacts are MWI, Henry Schein, or Sigma Aldrich.

Requestor:

- Is the requestor an approved custodian, authorized user or authorized contact?
 - If no, they must contact Safety Services - Controlled Substances Program to request authority. Email cs-info@ucdavis.edu or 752-7580.
 - If requestor is an authorized user or contact, you must name the custodian with the request

Drug information:

Name: generic name other than brand (buprenorphine inj)

Strength: (0.3 mg/ml)

Size: (5 x 1 ml)

Form: (vial, ampule)

The following statement must be stated on the REQS notes.

THIS SUBSTANCE IS SUBJECT TO THE U.S. DRUG ENFORCEMENT ADMINISTRATION (DEA) COMPREHENSIVE DRUG ABUSE PREVENTION AND CONTROL ACT OF 1970 (CONTROLLED SUBSTANCE ACT).

THE SUBSTANCE IS SCHEDULE III-V SUBSTANCE. THE SUBSTANCE IS PHARMACEUTICAL GRADE.

THE SUBSTANCE WILL BE USED TO SEDATE AND INDUCE ANESTHESIA IN MICE.

THE AUTHORIZED CUSTODIAN IS LUIS SANTANA.

APPROVED STORAGE SITE IS TUPPER HALL (MED SCI I A) - rm 4222 .

Note: If drug is for animal use it must be pharmaceutical grade.

PRECURSOR CHEMICALS ARE NOT CONTROLLED SUBSTANCES

PRECURSOR CHEMICALS are raw “materials” that can be used in the production of illegal drugs. Currently there are a total of 41 chemicals separated in two groups known as List I and II chemicals.

Although the university is exempt from DEA registration for these chemicals, the university is not exempt from reporting requirements. For this reason, the supplier will require the end user to provide their personal information and a detail of use with the chemical.

The State of California has additional requirements on these chemicals. For this reason, Procurement recommends purchasing through AggieBuy, Spectrum or Sigma.

Departments are allowed to sign the **university contracted** supplier’s form; if in doubt, contact Procurement and Contracting Services for clarification first.

List I & II chemicals are available on link: https://www.deadiversion.usdoj.gov/chem_prog/34chems.htm

**Purchaser Identification & Designation of Authorized Purchasing Agent
California Precursors, Specified Chemicals, Certain Glassware, Apparatus, Reagents & Solvents**

Customer #: Order #: Spectrum Representative:

	BILLING	SHIPPING
Company Name	UNIVERSITY OF CA DAVIS	UNIVERSITY OF CA DAVIS
Address 1	ONE SHIELDS AVENUE	
Address 2		
City, State, Zip	DAVIS, CA 95616	
Telephone		

Dear Customer: California Health & Safety Code Sections 11100 – 11107.1 require Spectrum to obtain the following purchaser identification for all regulated transactions. Fully completed, this form will also serve as a DEA signature card for List 1 and List 2 Chemicals and will be valid for 1 year.

Privacy Statement: Any personal information obtained for this purpose is received in a restricted access area, handled only by authorized personnel and secured to maintain the privacy of your personal information. This information will not be disseminated by Spectrum in any form, but must be disclosed to law enforcement personnel upon lawful request.

PURCHASER-SUPPLIED INFORMATION: [Please Complete Legibly]

1 AUTHORIZED PURCHASER(S) **HANDWRITTEN SIGNATURE REQUIRED (DIGITAL SIGNATURES NOT ACCEPTED)**

<input type="text" value="[PRINT NAME]"/>	<input type="text" value="SIGNATURE"/>	<input type="text" value="TITLE"/>
<input type="text" value="[PRINT NAME]"/>	<input type="text" value="SIGNATURE"/>	<input type="text" value="TITLE"/>
<input type="text" value="[PRINT NAME]"/>	<input type="text" value="SIGNATURE"/>	<input type="text" value="TITLE"/>

AUTHORIZATION NOTES OR RESTRICTIONS:

2 PLEASE PROVIDE ANY TWO (2) FORMS OF IDENTIFICATION FROM THE FOLLOWING LIST

**Federal Tax ID # • Seller's Permit ID # • City or County Business License # • Cal. Dept. of Health Services License #
DEA Certificate # • Cal. Dept. of Justice Precursor Permit # • Driver's License # • Other ID Issued by Any State**

ID #1: Type/Issued by Number Expires

ID #2: Type/Issued by Number Expires

If Driver's License/State ID used above: Name State

3 INTENDED USE: (Please be specific. Trade Secrets need not be disclosed)

4 MANAGEMENT APPROVAL: I am authorized by the above company to designate Authorized Purchasing Agents. I hereby designate the above Authorized Purchasing Agent(s) and affix my signature as witness to the validity of those Purchasing Agents' identification.

<input type="text" value="[PRINT MANAGER NAME]"/>	<input type="text" value="SIGNATURE"/>	<input type="text" value="MANAGER TITLE"/>	<input type="text" value="DATE"/>
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HANDWRITTEN SIGNATURE REQUIRED
FORM VALID FOR ONE YEAR FROM DATE SIGNED

Please email completed form to compliance@spectrumchemical.com or fax them to (310) 516-2014