



Purchasing Controlled Substances and Prescription Drugs for Research Purposes

General Guidelines

Controlled substances and prescription drugs may be ordered through the University for the following purposes:

- A. For animal care or animal research conducted pursuant to a research protocol approved by the CWRU IACUC; or
- B. For other specified research, such as an *in vitro* experiment, provided the use is approved in advance by the Department Chair and Research Dean of the school.

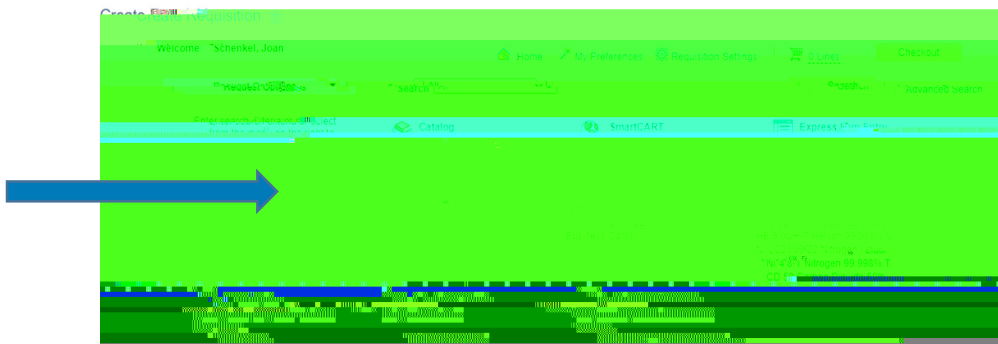
All orders must be made through the University's official e-procurement processes. Patterson Veterinary or Covetrus (formerly Butler Schein) are the two approved vendors for the purchase of these items for use with animals.

No controlled substances or prescription drugs may be ordered under a P-card.

Orders for controlled substances and prescription drugs must contain only the controlled substance or prescription drug. The order cannot be combined with any other item.

Ordering procedure for animal care and animal research

- A. Orders for controlled substances and prescription drugs must be entered into PeopleSoft eProcurement as a requisition.



- B. The line-item description must include:
 - a. name of controlled substance/prescription drug; and
 - b. catalog number; and
 - c. formulation (strength of substance), if applicable.



C. The category must be ARC Controlled/Prescription

D. At Checkout, choose Dr. John Durfee as the ship to address. Dr. Durfee's CWRU net is jwd7

E. At Checkout, the approval justification box must include the following information:

- a. Principal Investigator's name; and
- b. IACUC protocol; and
- c. Name and phone number of person(s) responsible for pick up*
**This individual must be listed on the approved IACUC protocol*



