

# CONTROLLED SUBSTANCE ORDER(S) PROCESS FLOW CHART

PI (Principal Investigator) *via Transactor* initiates a controlled substance order. The purchase requisition then gets checks-out to the **Controlled Substance Manager (CSM)**, Kyle Soliz.

**Responsibilities of Controlled Substance Manager:**

- CSUA approval of the drug.
- Proper DEA license
- Proper item description: *PI name & type of chemical*
- Proper delivery address: *3445 Watkins Dr. 92507*

Upon review, CSM sends order back to the Transactor, *leaving a comment within the Comments section of the PR.*

Transactor checks for CSM authorization, then sends PR to Procurement Services.

Buyer processes requisition and sends purchase order to vendor/supplier. *(If name/comment is not present PR must be returned to Transactor with guidance on how to properly continue)*

**Responsibilities of Procurement Analyst:**

- Provide the appropriate clauses related to order as well as the **SIGNED BY EXEMPT OFFICIAL:** article
- Complete 222 form for category 2 drugs and acquire *Procurement Director* signature.
- Prepare PO and complete 222 form and mail via USPS to the appropriate vendor address. For category 3 & 4 drugs proceed to traditional P.O. encumbering process (email the Vendor Copy )
- For new suppliers obtain DEA license information and send to EH&S.

Vendors shipments will be delivered to EH&S facilities, then will be transmitted to the proper PI/Client.