# form 8

# ORDER/RECEIPT LOG FOR SCHEDULES I & II CONTROLLED SUBSTANCES

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| **Registrant Name** |  | **Registration Location** |  |
| **Date DEA Forms 222 Received** |  | **DEA Order Form 222 Numbers** |  |

This form is to be used for orders made with paper DEA Form 222.

DEA Form 222 Order Number: Take this information from the block titled “No. of this Order Form” on lower left quadrant of the Form 222.

This number is preprinted by the DEA.\*

Name of Supplier: Name of Company or Person to whom the form was submitted.

Date Form Submitted: Date entered on DEA 222 Form.

Amount Ordered: Enter amount ordered (number and dosage form).

Date Received: Enter each shipment’s Date Received.

Name of Person who received shipment.

Amount Received: Enter amount received. Note and explain discrepancies in comments (e.g., note if order filled by multiple shipments).

In addition, annotate copy of DEA Form 222 to show quantity of controlled substances received/date of receipt.

Void or Rejected Forms: Retain void and rejected/returned forms.

* If form is void and not used, write void in the date boxes and an explanation in the comment’s column.
* If form is rejected by the supplier, write date the form is returned from the supplier in the date received column and an explanation in the comment’s column.

Retain all backup documentation for orders placed and received for 3 years.

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| **DEA Form 222 Order Number** | **Name of Supplier** | **Date Form 222 Submitted** | **Amount Ordered** | **Date Shipment Received** | **Name of Person who Received Shipment** | **Amount Received** | **Comments** |
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\*The large red number in the lower right of the order form is NOT the order form number. This red number appears only on the top copy and is used by the DEA to inventory the printed forms before assigning the order form number to a registrant.

\*\* Page 3 (Purchaser's Copy) of DEA Form 222 must be filled in with Number of Packages Received and Date of Receipt