

Date: _____

TO: Contracting Services

RE: Controlled Substance Receipt Authorization

To comply with [Policy and Procedure 290-70](#), please add/delete the individual(s) listed below to/from the list of persons authorized to temporarily receive (in the absence of the authorized custodian) controlled substances for this department.* Temporary receivers will assume responsibility for assuring that these deliveries will be processed in accordance with Campus Policy. I understand that controlled substances deliveries are subject to recharge by the campus Special Services Unit in accordance with [Policy and Procedure 350-35](#). I also understand that shipments that cannot be delivered by Central Receiving within 10 working days due to the unavailability of any authorized individuals (either the custodian or the temporary) will be held at Central Receiving pending disposition.

_____	_____
Department Name	Department Chair Signature

	Dept. Chair Print or Type Name
<input type="checkbox"/> Add	_____
<input type="checkbox"/> Delete	Print or Type Name
	Signature
<input type="checkbox"/> Add	_____
<input type="checkbox"/> Delete	Print or Type Name
	Signature
<input type="checkbox"/> Add	_____
<input type="checkbox"/> Delete	Print or Type Name
	Signature

Temporary Storage Location** : _____

Is this a change? ____ Yes ____ No.

If Yes, what was previous temporary location? _____

*The Authorized Custodian, as approved by EH&S through the requisition process and identified on the purchase order is authorized to receive controlled substances and should not be included on the CSRA list.

**Under [P&P 290-70](#), temporary receivers are to be limited to no more than three individuals physically located within the requesting department's designated delivery stop (as defined by [P&P 350-35](#) to mean "one location per department per building").

Also per [P&P 290-70](#), **ALL** receivers of controlled substances must have completed EH&S training and a background check or a Personnel Screening Program Authorization form as appropriate per policy. It is the department's responsibility to ensure proper compliance to policy.