

Vendor ID		Vendor Name	
9000000178		Boynton Health Pharmacy	
Fund	Dept ID	Program	Account
1150	10126	20449	500101

Department Order Request Form
Boynton Health Pharmacy
 University of Minnesota
 410 Church St. SE, Minneapolis, MN 55455
 ph: 612-624-7655 bhpharm@umn.edu
boynton.umn.edu/services/pharmacy/department-orders

Today's Date:	
Date Needed: *Convenience fee if <3 business days	

Please allow 3 business days for processing. Drop Ship items may take up to 5 business days. Pick up within 7 days of order completion. Departments must be registered with Boynton Pharmacy before ordering.

DEPARTMENT:		Lab/Subunit/PI:										
Unit Registrant (DEA Holder):		DEA #:										
Order requested by:		CS Storage Address:										
Contact Email:		Contact Phone #:										
<input type="checkbox"/> EFS Chart String:	Fund	Dept ID	Program	PCBU	Project	Activity	Account	EmpID	CF1	CF2	CS	AMBU
<input type="checkbox"/> Bring PCard												

*Shaded areas for Pharmacy use only					
Item Description & Strength/Concentration	Product Size with Units (e.g. 10 mL vial; 100 ct bottle, case of 1000 mL IV bags)		# of Units (e.g. 40 vials, 3 bottles, 6 cases of 12 bags)		Quantity Dispensed
NDC (can be filled out by Dept or Pharmacy)	Lot #	Exp Date	PharmD	PC	Price
<input type="checkbox"/> Do not sub					

Item Description & Strength/Concentration	Product Size with Units		# of Units		Quantity Dispensed
NDC (can be filled out by Dept or Pharmacy)	Lot #	Exp Date	PharmD	PC	Price
<input type="checkbox"/> Do not sub					

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<input type="checkbox"/> Do not sub					

Business Justification (Who, What, When, Where & Why):

Required & must be thorough, especially for controlled substances

Date completed:	DEA exp date:	<input type="checkbox"/> Photo ID Required (CS's) Auth User Photo ID checked: _____ PharmD initial Name of Auth User picking up:	Received Date & P/U Signature:
<input type="checkbox"/> Contact Emailed	<input type="checkbox"/> Schedules verified (2, 2N, 3...)		
<input type="checkbox"/> Contact Called	<input type="checkbox"/> DEA 222/perpetual inv req'd <input type="checkbox"/> 222/perpetual inv complete		