

PURDUE UNIVERSITY  
DEA Controlled Substances

Record of DEA Form 222 Use

Beginning Form Number: \_\_\_\_\_ Ending Form Number: \_\_\_\_\_

**Registrant Information**

Registrant Name: \_\_\_\_\_ DEA Registration Number: \_\_\_\_\_  
Location (Street Address): \_\_\_\_\_

**Instructions**

**Order Form Number:** From the block titled "No. of this Order Form" (e.g., 910966683).  
**Supplier Name:** Company or person to whom form was submitted.  
**Date Form Submitted:** Date entered on DEA Form 222.  
**Name of Item:** List all products ordered on each DEA Form 222. Use a separate line for each product.  
**Amount Ordered:** Enter amount listed in No. of Packages block on DEA Form 222.  
**Amount Received:** Enter amount and date received. If product is received in two shipments, a separate line is required for each shipment.  
**Note:** This record does not relieve you of the responsibility of retaining copy 3 of the DEA Form 222 in your records. Copy 3 of the DEA Form 222 must be annotated to reflect the amount of merchandise received and the date received. The purpose of this record is to maintain accountability of all DEA Form 222's.

Order Form Number	Supplier Name	Date Submitted	Name of Item (List All Products)	Amount Ordered	Amount Received	Date Received