# form 9

# ORDER/RECEIPT LOG FOR SCHEDULES III - V CONTROLLED SUBSTANCES

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| **Registrant Name** |  | **Registration Location** |  |

Purchase Order No.: Enter number from Rowdy Exchange order.

Name of Supplier: Name of entity to which the form was submitted.

Date Order Placed: Date Order was submitted to Supplier.

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

Date Shipment Received: Enter each shipment’s Date Received.

Name of Person who received shipment. Insert name of person who received shipment. This person should check to make sure order is complete.

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

Retain all backup documentation (e.g., packing list, shipment documentation, etc.) for orders placed and received for 3 years.

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| **PO Number** | **Name of Supplier** | **Date Ordered** | **Amount Ordered** | **Date Received** | **Name of Person who Received Shipment** | **Amount Received** | **Comments** |
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