PURDUE UNIVERSITY
RECORD OF DEA FORM 222 USE

Beginning Form Number: _____ Ending Form Number: _____

INSTRUCTIONS FOR COMPLETION

Order Form Number: From the block titled "**No. of this Order Form**" (e.g. 910966683).
Name of Supplier: Name of Company or Person Form was submitted to.
Date Form Submitted: Date entered on DEA 222 Form.
Name of Item: List all products ordered on each DEA 222 Form. Use a separate line for each product.
Amount Ordered: Enter amount listed in No. of Packages block on DEA 222 Form.
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	To: Name Supplier	Date Form Submitted	Name of Item (List All Products)	Amount Ordered	Amount Received	Date Received

REMCS Form 4

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