

## **2.10 Requisitioning Drugs, Medical Supplies and Narcotics**

Drugs, medical supplies and narcotics are obtained from the State Central Pharmacy located at the RI Medical Center. Departments must complete a Requisition for Drugs and Medical Supplies (Form BM-62) (see sample form and instructions [Section 3.9](#)).

It is important to note the following:

1. A separate BM-62 is required when ordering more than nine (drugs or medical supplies) and/or more than three (narcotics) items. No drugs or medical supplies may be ordered on a BM-62 containing requests for narcotics. Requests for narcotics must be on a separate BM-62.
2. Items can only be ordered in the quantities and designations indicated in the Central Pharmacy catalog, e.g., pkg. 100, gal, oz.
3. Items not in stock will be deleted from the BM-62 by the State Central Pharmacy personnel, and it will be the responsibility of the Requisitioner to reorder. There are no back orders.
4. In listing items on the BM-62, please list all like stock number series together, 10 series items, 40 series items, etc.
5. When ordering new items, (items not currently in the catalog) it is requested that they be ordered on a separate BM-62. This will enable the State Central Pharmacy to process the balance of the items requested without holding up the entire order.
6. When requesting legend medication (items requiring a prescription), a physician's signature is mandatory.

The originating department should make and retain a photocopy of the completed BM-62 Form (4-part) for their records and forward the form intact to the Purchasing Department for signature authorization and account code verification. Purchases utilizing *Research and Grant Funds* require Grant & Contract Accounting approval and *Foundation Funds* require Foundation Office approval prior to submitting the BM-62 Form to Purchasing. Upon receipt and approval by the Purchasing Department, the BM-62 is sent to Central Receiving for processing and delivery.

Returns to the State Central Pharmacy are also processed on a Requisition for Drugs and Medical Supplies form and should be handled as follows:

1. Indicate "Return for Possible Credit" in the body of the BM-62.
2. Prepare a separate BM-62 for each of the following categories and package separately a) Items which have expired and b) those which are still within the expiration date.

Signature and acceptance of returned merchandise by the State Central Pharmacy does not constitute an agreement for merchandise credit. If the merchandise is not accepted for credit, it will be returned to the department. It is the department's responsibility to contact the Division of Drug Control at the Department of Health, and make arrangements to have items that are non-creditable destroyed. Partial units may not be returned. Items that are outdated or no longer in use qualify for possible credit. Outdated items must be returned to the State Central Pharmacy within three months of the expiration date.