

3.9 Instructions for Completing a Requisition for Drugs and Medical Supplies **(Form BM-62)**

1. Date - Enter the date of order.
2. Account # - List the Department Chartfield String the purchase will be charged to.
3. Institution - Enter "URI" and department name.
4. Building and/or Ward - Enter the name of the university building.
5. Code - List the department six digit Account Number and the Account Code.
6. Units Ordered - Fill in the quantity of items ordered.
7. Name, Strength, Size, etc. - Enter the name, description, strength, and size of item(s) being ordered.
8. Pkg. - Enter the Central Pharmacy packaging unit.
9. Stock Number - Enter the Central Pharmacy stock number.
10. Signature - Signature of the person(s) who requested the purchase, must be an authorized individual on file with the Central Pharmacy.
11. Same as #6
12. Same as #7
13. Same as #8
14. Same as #9
15. Estimated Cost - Should include the extended total price of all items.
16. Signature of Ordering Physician - Signature of a Physician is required only when ordering legend (prescription) drugs and narcotics.