

COLUMBIA UNIVERSITY
CONTROLLED SUBSTANCES RECEIPT LOG SCHEDULE I-II

Licensed Individual: _____ Laboratory/Storage Location: _____

Date of Receipt	Name and address of vendor/distributor	Vendor's DEA #	Invoice or document reference #	Name of controlled substance	Quantity of controlled substance received	Number of units per container or package volume (e.g., 100 ml bottle or 20 capsule blister pack, etc.)	Total number of containers (e.g., 4 x 100-tablet bottles, 6 x 3 ml vials, 2 x 20 capsule blister packs, etc.)	Assigned internal container ID #s (shown as a range if more than 1 per line item)*

Notes:

*The PI/Licensed Individual must develop their own internal container ID inventory numbering system and assign numbers to each container (ex. J. Smith - 001)

File a copy of the purchase receipt with this receipt log and mark the date of receipt on the invoice

Do not use abbreviations, except for standard metric units

All records must be maintained for a period of at least 5 years from the date of the last recorded purchase, transfer, use or other transaction per NYS Title Section 80.112(b)