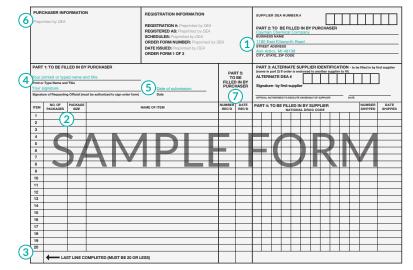
DEA 222 Form Instructions for Schedule I & II Substances

Checklist for Completing the Single-Sheet Form 222 **COMPLETE REQUIRED SECTIONS #1-6.**

- 1. Supplier Information: Company Address
- 2. Order Details:
 - Number of Packages: The quantity of the item being ordered (*e.g.*, 1).
 - Package Size: The size of the item being ordered (*e.g.*, 5 mg).
 - Name of Item: The name of the drug being ordered.



• ONLY Schedules I & II should be on the form:

Schedules III, IV, & V require a DEA license only and should not be included.

- **3. Last Line Completed:** The line number that contains the LAST drug you are ordering. Do NOT skip any lines when completing the form and use only one line per item. This field MUST be filled in. If this is left blank or incorrect, the form will be returned to you for replacement.
- 4. Printed Name, Title, and Signature of Requesting Official: You MUST sign this form and print your name and title.
- 5. Date: Date of form submission.
- 6. Purchaser Information: The preprinted address must match your DEA Registration Certificate. Shipments will be sent to the registered address only.
- 7. Number of Items and Date Received: Once the order is received, complete the number of items and date they were received on your photocopy. You must retain a copy of this form for your records and auditing purposes. You may also complete the National Drug Code (NDC) found on the product label(s).

Make a copy of the order form for your records.